

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, JANUARY 15, 2020
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
 2. DISCLOSURE OF PECUNIARY INTEREST
 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS
- p. 1 a. **Public Meeting – Proposed Official Plan Amendment (OPA 33)**
Re: 7994 9th Line, Ivy

STAFF REPORTS

4. PLANNING AND DEVELOPMENT
- p. 11 a. **Staff Report PD001-20 submitted by the Manager of Planning and Development, re: Wynstar Developments Inc.'s Request to Enter into a Subdivision Agreement for the Birchwood Estates of Essa Development.**

Recommendation: *Be it resolved that Staff Report PD001-20 be received; and That Council approve adopting a By-law to authorize the Township to enter into a Subdivision Agreement for the Birchwood Estates of Essa Development, with Wynstar Developments Inc., once the Township is in receipt of the required posted securities, verification of up-to date insurance from the Developer, clearances confirming all Draft Plan Conditions have been met, and clearance from the Township Engineer.*

- p. 17 b. **Staff Report PD002-20 submitted by the Manager of Planning and Development, re: Additional Residential Units.**

Recommendation: *Be it resolved that Staff Report PD002-20 be received; and That Council authorize Staff to investigate Additional Residential Units with a further report to be presented to Council on the matter.*

- p. 20 c. **Staff Report PD003-20 submitted by the Manager of Planning and Development, re: 2019 Year-End Building Branch Statistics.**

Recommendation: *Be it resolved that Staff Report PD003-20 be received for information.*

5. PARKS AND RECREATION/ COMMUNITY SERVICES

- p. 24 a. **Staff Report PR001-20 submitted by the Manager of Parks and Recreation, re: Trans Canada Trail Bridge.**

Recommendation: *Be it resolved that Staff Report PR011-20 be received for information.*

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 27 a. **Staff Report PW001-20 submitted by the Manager of Public Works, re: Purchase of Pickup Truck.**

Recommendation: *Be it resolved that Staff Report PW001-20 be received; and That Council approve the purchase of a 2019 Chevrolet 1500 Silverado Pickup Truck from Georgian Truck Centre in Barrie at a cost of \$42,000.00 plus H.S.T.*

- p. 36 b. **Staff Report PW002-20 submitted by the Manager of Public Works, re: led Decorative Street Light Retrofit.**

Recommendation: *Be it resolved that Staff Report PW002-20 be received; and That Council authorize Realterm Energy to complete the second stage of the Township-wide Streetlight Retrofit Program with the proposed LED Decorative Streetlight Retrofit at a cost of \$270,104.00 plus H.S.T.*

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 105 a. **Staff Report C001-20 submitted by the Clerk, re: Appointment of Closed Meeting Investigator.**

Recommendation: *Be it resolved that Staff Report C001-20 be received; and That Council renew its participation with the County of Simcoe and Local Authority Services (LAS), to provide Closed Meeting Investigator Services to the Township of Essa; and That Council direct staff to provide future reports should there be any increase in fees associated with this service.*

- p. 110 b. **Staff Report C002-20 submitted by the Clerk, re: Summary of Incident Investigations Resulting in Compliance to Municipal By-laws (December 1, 2018 to December 1, 2019) – Municipal Law Enforcement Officer.**

Recommendation: *Be it resolved that Staff Report C002-20 be received for information.*

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 5th day of February, 2020 at 6:00 p.m.*



**PUBLIC MEETING OUTLINE
PROPOSED OFFICIAL PLAN AMENDMENT FOR 7994 9TH LINE, ESSA (OPA 33)
NOTICE TO ALLOW A SEVERANCE ON A LOT DESIGNATED RURAL AND LESS THAN 20
HECTARES IN TOTAL SIZE**

January 15th, 2020

MAYOR:

The purpose of this Public Meeting is to review the application for an Official Plan Amendment relating to 7994 9th Line, in accordance with Section 17 of the Planning Act, and to hear comments from the public and other agencies in respect to the application.

DESCRIPTION OF THE PROPOSAL – MANAGER OF PLANNING & DEVELOPMENT

The Township is in receipt of a complete application submission for an Official Plan Amendment (OPA) to permit a severance to occur at 7994 9th Line, approximately 2.4km north of the community of Ivy. The OPA is required as current policy does not permit a severance to occur on these lands, as the property is less than 20 hectares in size. The proponent seeks to amend Official Plan Policy 26.5.1, to allow for one severance to occur on a lot that is designated Rural, on a lot that existed as of October 22nd, 1985, and is less than 20 hectares in size according to the Township of Essa's Official Plan.

One primary residence, the previously approved second unit, and a Veterinary Clinic currently reside on the subject property. The second unit was approved through a Temporary Use By-law and Garden Suite Agreement which was entered into by the Township and the Property Owners on the June 5th, 2019. The subject OPA is being requested by the proponent in order to create a new lot which would contain the newly located 'garden suite' as the primary residence and the existing Ivy Veterinary Clinic. Currently, there are a total of two (2) residential structures on the property. Staff note that Land Use Planning and its policy does not occur in isolation from the Upper Tier levels of Government and that requests for consents are evaluated on a case by case basis and in accordance with all applicable policy direction.

Township Council was informed that this application had been received by Planning Staff at it's meeting on November 6th, 2019 through Staff Report PD053-19. Mr. Darren Vella and Mr. James Hunter of Innovative Planning Solutions, represent the land owners for the subject application as the Planning Consultants and will review further application details through a presentation that they have prepared.

COMMENTS FROM THE PUBLIC – MAYOR

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

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REPLY – MAYOR

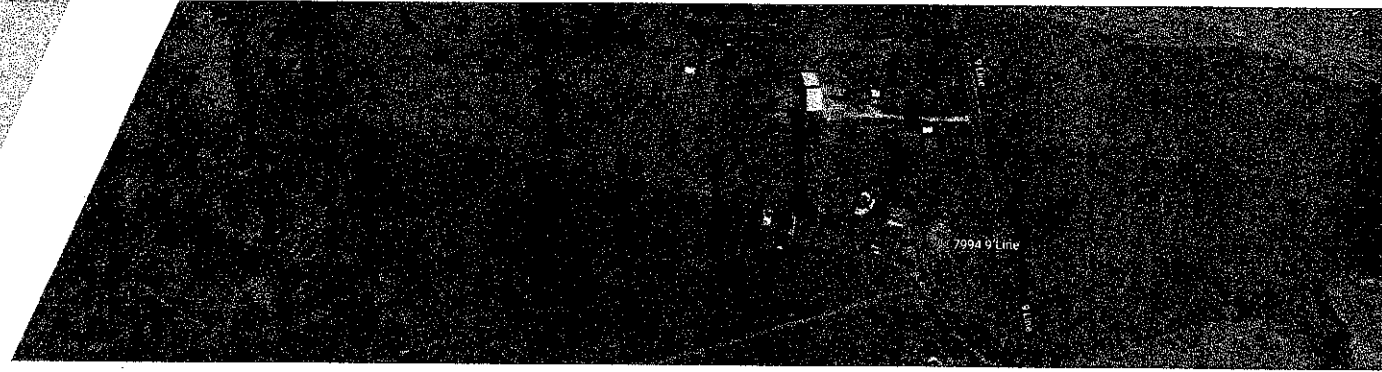
Council may ask questions for clarification.

Public may respond to points clarified by Council and amendments suggested by Staff.

FINAL STATEMENT – MAYOR

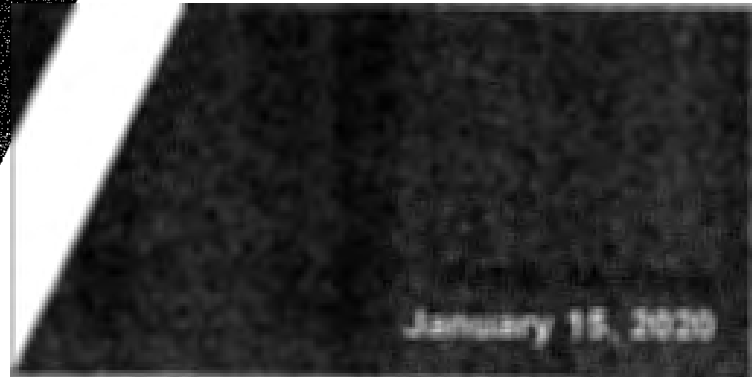
If there are no further questions, Council wishes to thank all those in attendance for their participation. The Planning and Development Department will be preparing a Staff Report in and By-law to be presented to Council at a future meeting regarding this OPA.

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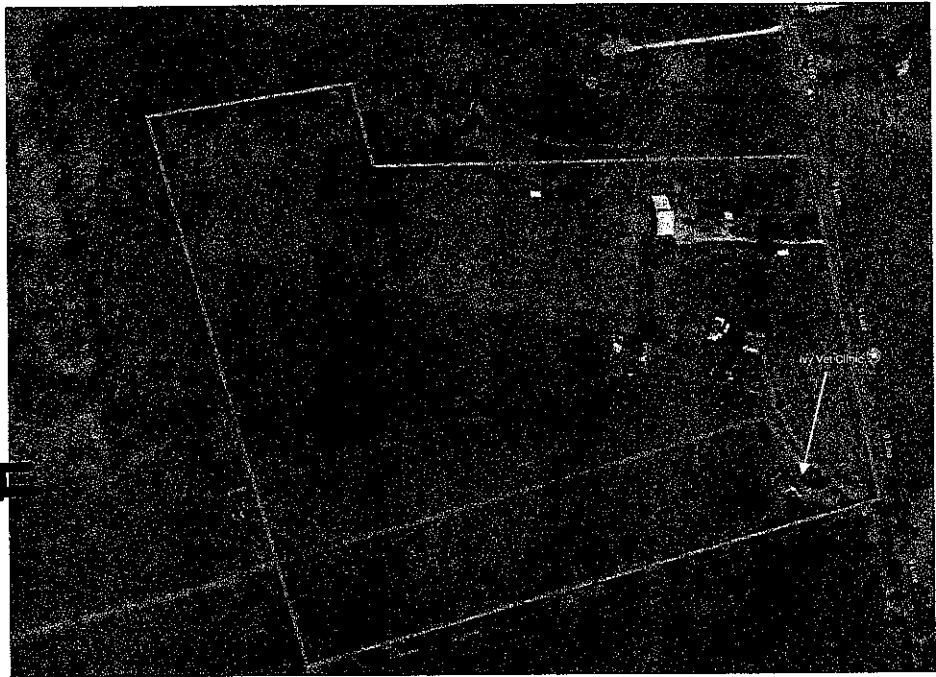


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7994 9th Line
Official Plan Amendment
Township of Essa



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- The subject lands are located at 7994 9th Line.
- The property is 15.3 ha. / 37.9 ac. in size.
- 266.1 metres of frontage is provided along the 9th Line.
- The Emms (owner's) purchased the property around 30 years ago.
- The lands are used for agricultural purposes, including crops and pasture for cattle, horses and chickens.
- Dr. Cathy Emms operates a veterinary clinic on the south-east corner of the property (Ivy Veterinary Services).



Location



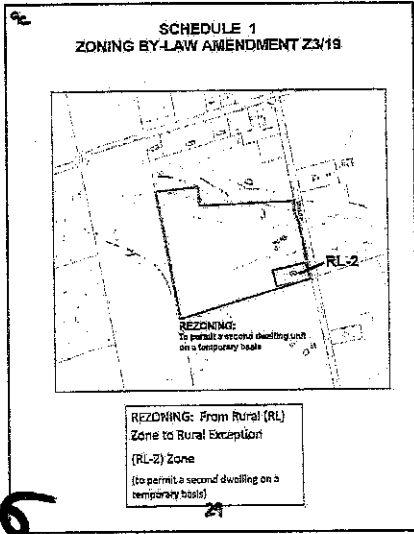


- The subject lands are positioned in a rural and agricultural area, with a diversity of land uses and lot sizes.
- Along Side Road 25 to the north, are residential lots with single detached dwellings.
 - Various other residential lots are in the area (shown in yellow).
- Adjacent to the west is a Hydro Corridor. The Emms have leased 12.1 hectares (30 acres) of these lands for farming purposes over the last 30 years and will continue to lease these lands.
- Other surrounding land uses in the area include; rural, agricultural and environmental lands.



Surrounding Land Uses

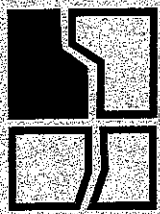
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- In February 2019, the Owner's submitted an application to the Township, seeking approval to move a house to their property on a temporary basis.
- The house was built in 1955 by Roger Emms' father and maintains great sentimental value. This home was in jeopardy of being demolished.
- The Emms requested approval for the house to be moved to their property, understanding this home would be severed upon receiving additional approvals, however, a second dwelling is not permitted by by-law.
- An Amendment to the Township's Zoning By-law was considered by Council, to permit the house as a 'temporary second dwelling', for up to 20 years (to 2039).
- By-law 2019-35 was adopted by Council on April 17, 2019.
- The house was moved to their property and remains there as a 'temporary second dwelling' with the vet clinic. The area subject to the by-law is in the approximate location of the severed lot.
- This Amendment is in place until an Official Plan Amendment and Consent are approved.

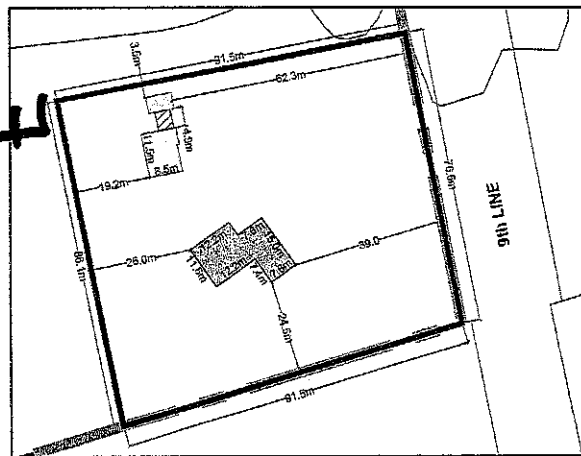
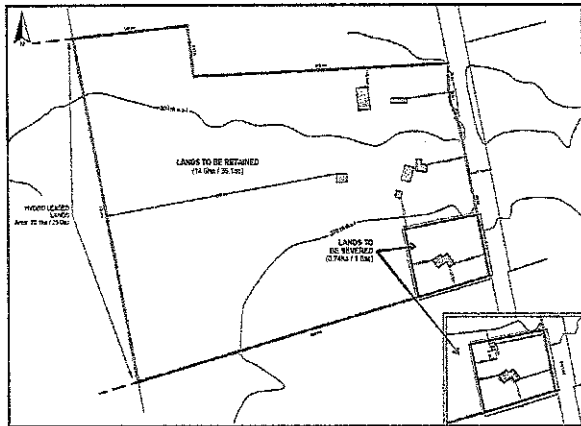
Resolution No: CR039-2019 Moved by: Sander Seconded by: Smith
 Be it resolved that leave be granted to introduce By-law 2019-35, that being a By-law to amend the Township's Zoning By-Law, affecting Part Lot 25, Concession 8, TSP4 9th Line and to authorize the Mayor and Clerk to enter into a development agreement with the landowners; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

—Carried—

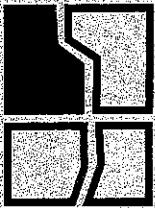


Temporary Use By-law





- An Official Plan Amendment (OPA) is required to permit a severance.
- As the property is less than 20 hectares (50 ac.) in size at 15.3 hectares, the Amendment is required to policy 26.5.1.
- The severed lot would be approximately 1.8 acres / 0.73 hectares.
- The severed lot would contain the veterinary clinic and the temporary dwelling permitted by the temporary use by-law.
- The retained parcel would be approximately 36 acres / 14.6 hectares in size with the long-standing dwelling and agricultural buildings.
- Total land holdings including the leased land is approximately 67.8 acres (27 ha.).



Application (OPA)

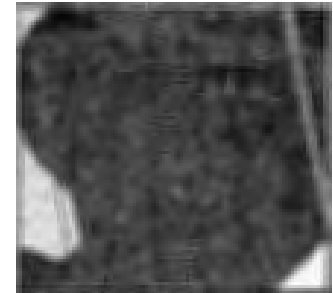
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Provincial Policy Statement & Growth Plan for the Greater Golden Horseshoe

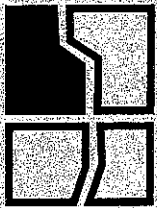
- On rural lands located in municipalities, limited residential development is permitted (1.1.5.2)(PPS).
- New lots or units for residential development may be allowed in rural areas in site-specific locations with approved zoning or designation that permit this type of development (2.2.9.6)(GP).

County of Simcoe Official Plan

- The subject lands are designated 'Rural' and 'Greenland'.
- The existence of the second on-site residential unit was permitted through Policy 3.3.1.
- Subdivision of land by consent is permitted only for the land uses permitted in the designation or that maintain the intent of the plan's objectives and policies (3.3.2).
- The application meets the requirements for consent for the Rural land use designation under Section 3.7.
- Specifically, Policy 3.7.8 states that limited residential development may be created by consent on rural lands, provided the lot conserves other lands in larger blocks for agricultural uses or environmental purposes, maintains the rural character, and avoids strip development; which supports this application.

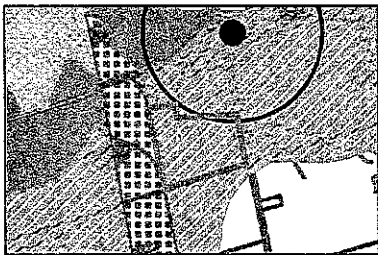


Legend
 [White outline] Site Boundary
 [Dark grey box] Rural
 [Light grey box] Greenland



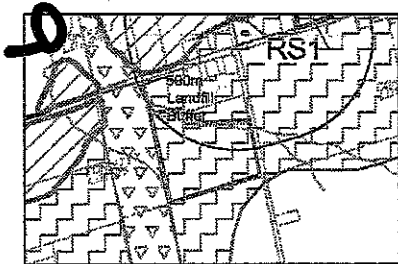
Policy

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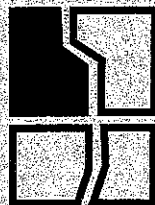
Legend
 Site Boundary Rural

- The lands are designated 'Rural' in the Township of Essa Official Plan.
 - Land uses permitted are various, including those permitted in the Agricultural designation (7.2).
 - A severances for the purpose of creating a new building lot may be permitted provided it; maintains the intent and policies of the Official Plan, the requirements of the Zoning By-law are met, the property fronts a public road with access, adequate servicing is available, environmental features are preserved, and strip development is avoided (26.3.1).



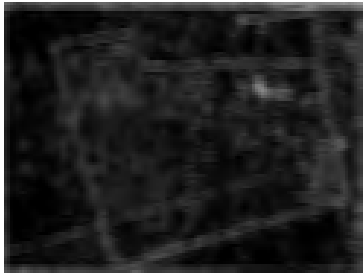
Legend
 Site Boundary Rural (RL)

- The subject Official Plan Amendment and future Consent meet the requirements and maintain the intent of the Official Plan pertaining to the creation of a new lot.
- Zoned 'Rural (RL)' in the Zoning By-law.
 - The zone permits veterinary clinics, agricultural lands uses, and residential dwellings (1 per lot).

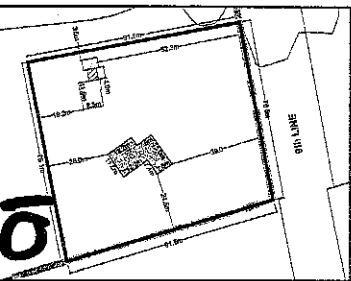


Policy

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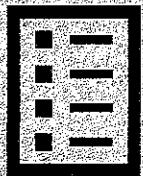
- An Official Plan Amendment is required to Policy 26.5.1, to permit a severance on Rural lands less than 20 hectares in size (50 ac.).
 - The subject lands are 15.3 ha. (37.9 ac.), however, with the hydro corridor leased lands the Emms have a total property acreage of 67.9 acres (27.5 ha.).



- It was the intent of the Applicant that Council approve the 'temporary second dwelling' on an interim basis, until an Official Plan Amendment and Consent were approved.
- The Emms have received an approved building permit for the second dwelling.
- The Official Plan Amendment will enable a new lot to be created by Consent, creating a permanent location for the historical dwelling on lands with the existing vet clinic.
- The intent of Provincial policies are maintained .
- The application meets the County's criteria for residential lot creation in the Rural designation.
- The proposed lot will meet the requirements of the Zoning By-law under the 'Rural (RL)' zone.
- The creation of the new lot would be consistent with the character of the neighbourhood which contains a variety of lot sizes.

ZONING TABLE - RURAL (RL) ZONE		
PROVISION	REQUIRED	PROVIDED
Lot Frontage (min.)	45.0m	76.0m
Lot Area (min.)	2,782.0m ²	7,421.8m ²
Lot Coverage (max.)	10.0%	5.0%
Front Yard Setback (min.)	18.0m	39.0m
Interior Side Yard Setback (min.)	3.0m	3.8m
Source Side Yard Setback (min.)	18.0m	N/A
Rear Yard Setback (min.)	7.9m	19.2m
1 Storey (min.)	80.0m ²	< 85.0m ²

Thank You



Conclusion





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD001-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning & Development

SUBJECT: Wynstar Developments Inc.'s Request to Enter into a
Subdivision Agreement for the Birchwood Estates of
Essa Development

RECOMMENDATION

That Staff Report PD001-20 be received; and

That Council consider adopting a By-law to authorize the Township to enter into a Subdivision Agreement for the Birchwood Estates of Essa Development, with Wynstar Developments Inc, once the Township is in receipt of the required posted securities, verification of up-to date insurance from the Developer, clearances confirming all Draft Plan Conditions have been met, and clearance from the Township Engineer.

BACKGROUND

The Birchwood Estates of Essa Development consists of 18 single-detached estate residential lots, and a stormwater management block. The subdivision is located south of Angus, north of Baxter at 20th Sideroad and is surrounded by rural and agricultural lands to the north and east, potential aggregate lands to the south, and C.F.B. Borden to the west.

This subdivision will be serviced by an internal hammerhead road, private sewage treatment and private wells, storm sewers, and a sidewalk on one side of the street in accordance with the Township's Special Semi-Urban Design Standards. There are no park lands located within the subject site, however the Developer is contributing cash-in-lieu of parkland in the amount of \$7,500.00 to the municipality. Attachment 'A' provides a copy of the Plan of Subdivision.

Given the progress on this Development, the proponents have made a request to enter into a Subdivision Agreement with the Township to further facilitate the necessary works

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at the subject site; please see Attachment 'B' to this report for a copy of the subject letter of request.

COMMENTS AND CONSIDERATIONS

There has been on-going progress on this Development as the Developer has been working at fulfilling all Draft Plan Conditions. Therefore, the Developer is looking to enter into a Subdivision Agreement. All 18 residential units will be built in one Phase, therefore there is no staging plan applicable to this Development. The Township's Engineer has approved the engineered design and construction cost estimates for this plan, which total \$716, 826.04. This cost will be posted by the Developer at 100% prior to entering into the subject Agreement. In addition to these securities, the Developer will also provide verification of their up-to date insurance and clearances confirming all Draft Plan Conditions have been met, prior to the Township entering into the Subdivision Agreement.

Staff therefore recommend that upon the fulfilment of noted conditions, the Township move forward with entering into a Subdivision Agreement with Wynstar Development's Inc.

FINANCIAL IMPACT

None. All costs associated with any development approvals shall be borne by the Developer.

SUMMARY/OPTIONS

Council may:

1. Take no further action, delaying the subdivision development.
2. Adopt a By-law to authorize the Township to enter into a Subdivision Agreement for the Birchwood Estates of Essa Development, with Wynstar Developments Inc, once the Township is in receipt of the required posted securities, verification of up-to date insurance from the Developer and clearances confirming all Draft Plan Conditions have been met, and clearance from the Township Engineer.
3. Direct staff in another manner.

CONCLUSION

Options #2 is recommended.

Respectfully submitted:

Reviewed by:



Aimee Powell BURPI, MPA, MCIP, RPP
Manager of Planning & Development



Colleen Healey-Dowdall
CAO

ATTACHMENTS:

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- A. Plan of Subdivision
- B. Letter of Request to Enter Into a Subdivision Agreement



INNOVATIVE PLANNING SOLUTIONS

planners • project managers • land development

Tuesday November 12th, 2019

Township of Essa
5786 County Road 21
Utopia, ON L0M 1T0

Attention: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning and Development

Re: Request for Council approval to enter into Subdivision Agreement
Birchwood Estates - Part of Lot 21, Concession 3 & 4 - Draft Plan of
Subdivision (E-T-0201)
Township of Essa, County of Simcoe

On behalf of 1862145 Ontario Inc, Innovative Planning Solutions is pleased to provide the following request for Council approval/authorization to enter into a Subdivision Agreement for the above noted lands. At this time, 1862145 Ontario Inc has satisfied all the applicable draft plan conditions, including associated clearance letters and is intending to enter into the associated subdivision agreement in order to ultimately register the subdivision agreement. Through discussion with Township Planning staff, it is understood that this request for Council approval/authorization is the necessary first step prior to the Township executing the agreement.

Should Council agree to this request, Innovative Planning Solutions will be providing additional correspondence to the Township demonstrating how each draft plan condition has been met and provide a consolidated package of the required clearance letters. Following which, 1862145 Ontario Inc will coordinate and provide any outstanding materials (financial, insurance etc) to the Township in order to facilitate registration of the agreement.

Trusting this is satisfactory, please do not hesitate to contact the undersigned with any questions or concerns. We look forward to future correspondence from you on this matter.

Respectfully submitted,
Innovative Planning Solutions

A handwritten signature in black ink, appearing to read 'Greg Barker', is written over a horizontal line.

Greg Barker, B.A.A.
Associate

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2020 -

A By-law to provide for a Subdivision Agreement with Wynstar Developments Inc for Part of Lot 21 (Birchwood Estates)

WHEREAS the Council of the Corporation of the Township of Essa is empowered to enter into agreements for development control pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, c.P13;

AND WHEREAS the Township and the owners of lands known as Part of Lot 21, Concession 4, agree to enter into this Subdivision Agreement in order to permit the development of the afore-mentioned property in accordance with plan of subdivision approval.

NOW THEREFORE the Corporation of the Township of Essa enacts as follows:

1. The Agreement attached hereto is approved by Council, and Council agrees to the terms of the aforesaid Agreement.
2. The Mayor and Clerk are hereby authorized to execute the subject Agreement and all other documentation necessary to give effect to the attached Agreement.
3. This By-law and Agreement attached shall be registered at the Land Titles Office for the County of Simcoe after execution by all parties.
4. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald - Mayor

Lisa Lehr - Clerk



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD002-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning & Development

SUBJECT: Additional Residential Units

RECOMMENDATION

That Staff Report PD002-20 be received; and

That Council consider authorizing Staff to investigate Additional Residential Units with a further report to be presented to Council on the matter.

BACKGROUND

An Additional Residential Unit(s) (ARU), commonly known as a secondary suite or accessory apartment, is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas which can be located in your house or on your property. Traditionally these units have been identified as, but are not limited to, garden suites, in-law suites, tiny homes, and basement apartments. It is believed that there are existing ARU within the Township of Essa that are have been constructed and are operating without being in receipt of a Building Permit or Township approval. Should these units have been constructed outside of the requirements and standards of the Ontario Building Code (OBC), there is an inherent risk to the health and safety of their occupants and neighbouring residential units, alongside not being included in the Township's current inventory of ARU.

The municipality was intending to permit ARU through its comprehensive Official Plan (OP) update with a focus of concentration through new policy on the matter, however, through the introduction of Bill 108, municipalities are required to authorize ARU, for detached, semi-detached and row houses in primary dwellings and ancillary buildings or structures, where appropriate and in accordance with any applicable law such as the Building Code, the Fire Code and property standards by-laws and waiting for the comprehensive OP update may not be practical. Instead, an Official Plan Amendment (OPA) may be better suited for the municipality at this time.

COMMENTS AND CONSIDERATIONS

Over the past six months, the amount of inquiries, permits, and applications for the creation and approval of ARU in the Planning and Development Department has been steadily increasing. Staff have recognized that this issue requires a program to be put in place, sooner than later, in order for property owners to achieve compliance with applicable law and Township standards. The creation of ARU is necessary as they help address a solution to a Province-wide issue that is contributing to the housing crisis, which is a lack of an affordable housing inventory. Specifically, ARU can provide rental housing that is affordable and improves options and choice for rental housing, which can contribute to diverse communities. ARU use existing housing to increase the population of existing neighbourhoods which efficiently uses the already existing Municipal infrastructure such as roads and recreation centres. Generally, ARU do not significantly change the form or character of low to medium density residential neighbourhoods. This is an example of how ARU benefits the Township of Essa.

The current absence of a user-friendly process to report, retrofit, and register existing, as built, unregulated ARU and get approval for the creation of new ARU within the Township contributes to the strains on the Township Staff and operations. These strains include pressure on the road networks regarding parking, expose residents to unsafe living conditions, potential exhaustion of infrastructure, an inequitable tax-base and the potential for inadequate service delivery by government agencies. This is an example as to why having a process to implement the regulation and catalogue of ARU would benefit the Township of Essa as it will aid in the alleviation of these strains.

ARU often require additional parking that has not been planned for, often leading to problematic and unregulated on-street parking. This increase of cars interferes with the winter maintenance of the Township roads, as an example of a strain faced by the municipality. The congestion on the streets can also negatively impact Emergency Services by limiting the amount of space and operational needs of First Responders. This identifies a concern of the presence of ARU that will need to be addressed in an OPA.

The construction of ARU built without a building permit means that the health and safety standards set out in the Building Code may not be met. These properties are not inspected, not licensed, and do not comply with a variety of safety standards that are designed to provide the minimum level of health and safety to their inhabitants. The increased and unaccounted for number of residents in ARU also puts a strain on Township infrastructure, by prematurely exhausting capacity schools, for roads, water and wastewater. Having policy regulated ARU benefits the Township of Essa in this regard.

Homeowners of ARU that are not registered with the Municipality or the Municipal Property Assessment Corporation (MPAC) may not have had their property assessed to reflect the presence of the ARU, therefore any applicable increases to property values are not reflected in the MPAC database (unless recognized through a focussed reassessment). This results in an inaccurate reflection of the property value which is the basis on which municipal property taxes are calculated and collected. It is very likely that where unregistered ARU exist, property owners are not paying the proper amount of

property taxes until such time that a market based analysis has been conducted. This is another example as to why policy regulated ARU would benefit the Township of Essa.

Service delivery from government agencies is largely population based. Without having registered ARU, governments are unaware of true population counts and are not able to provide appropriate service levels due to the potential of hidden populations. This presents an intrinsic argument as to why policy regulated ARU would benefit the Township of Essa.

Through 2019's Bill 108 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, Lower-Tier municipalities have been directed to permit intensification and ARU within Settlement Areas. This direction, coupled with a growing interest by residents and landowners in Essa to create these units or bring existing units into conformity with Township and Provincial standards, requires Staff to put a program/strategy in place that can address this increasingly important issue. This was planned to be addressed through the OP updated, however can be addressed more immediately if Council should so choose. Staff aim to create policy regulations and protocol that balance the health and safety needs of tenants with an understanding and expedient development process for property owners.

FINANCIAL IMPACT

Staff estimate costs to regulate ARU through policy amendments and changes to the Zoning by-law would include consultant costs, advertising costs and the cost for printed materials for public education on this topic matter in the amount of \$15,000.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Authorize Staff to investigate Additional Residential Units with a further report to be presented to Council on the matter.
3. Direct staff to take action/comment on concerns that Council may have.

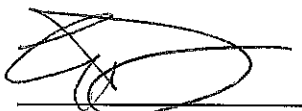
CONCLUSION

Option 2 is recommended.

Prepared by:

Respectfully submitted:

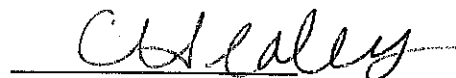
Reviewed by:



Elizabeth Davis
Building and Planning
Coordinator



Aimee Powell
BURPI., MPA, MCIP, RPP
Manager of Planning
& Development



Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD003-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning & Development

SUBJECT: 2019 Year- End Building Branch Statistics

RECOMMENDATION

That Staff Report PD003-20 be received for information purposes.

BACKGROUND

The following summary information is included in this report, regarding 2019 and previous year's data:

- Year To Date (YTD) Issued Building Permits – Totals for 2019 with Year Over Year (YOY) comparisons
- YTD Issued SFD (Single Family Dwelling Units) – Totals for 2019 with YOY comparison
- Commercial Building Permits - summarizing totals for 2019 only
- Industrial Building Permits – summarizing totals for 2019 only
- Institutional Building Permits - summarizing totals for 2019 only
- Agricultural Building Permits – summarizing totals for 2019 only
- Overall Growth/Decrease YOY comparisons

COMMENTS AND CONSIDERATIONS

Summary for 2019:

Building Permits Issued
2018 building permits

This Year: 307
Last Year: 378

Construction Value YTD
2018 construction value

TY: \$20,781,969.00
LY: \$22,497,145.00

Building Permit Fee Revenue
2018 building permit fee

TY: \$222,693.56
LY: \$167,093.25

SFD Permits Issued
2018 SFD Permits Issued

TY: 40
LY: 16

4

Residential Building Permits Issued **TY: 261**
Construction values \$17,605,909.00 (Building Permit Fee Revenue \$194,008.96) LY: 336

Commercial Building Permits Issued **TY: 25**
Construction values \$2,038,500.00 (Building Permit Fee Revenue \$15,623.07) LY: 25

Industrial Building Permits Issued **TY: 2**
Construction values \$3,000 (Building Permit Fee Revenue \$50.00) LY: 1

Institutional Building Permits Issued **TY: 8**
Construction values \$196,560.00 (Building Permit Fee Revenue \$1,340.00) LY: 6

Agricultural Building Permits Issued **TY: 11**
Construction values \$938,000 (Building Permit Fee Revenue \$11,671.53) LY: 10

Open Permits

Date	January 1, 2019	April 30, 2019	June 25, 2019	November 15, 2019	January 3, 2020
*Number of Open Permits	1,213	1,080	764	658	527

*These numbers include recently issued permits, of which 148 are from 2019.

In summary, the overall change is as follows (YOY 2018-2019 comparison):

Building Permits Issued	- 18.78%
Construction Value YTD	- 7.62%
Building Permit Fee Revenue	33.28%
Residential Building Permits Issued	-22.32%
SFD Building Permits	150.00%
Commercial Building Permits Issued	0.00%
Industrial Building Permits Issued	100.00%
Institutional Building Permits Issued	33.33%
Agricultural Building Permits Issued	10.00%
Open Building Permits	-56.55%

FINANCIAL IMPACT

Overall; Building Permits in all but two categories (Commercial and Residential), had a significant increase in growth in 2019, which resulted in Building Permit Fee Revenue increasing by 33.28%.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this Report for information purposes.
3. Direct staff to take action/comment on concerns that Council may have.

CONCLUSION

Option 2 is recommended.

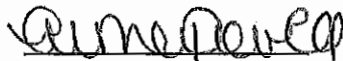
Prepared by:

Respectfully submitted:

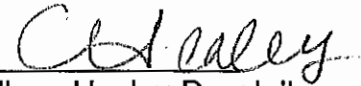
Reviewed by:



Elizabeth Davis
Building and Planning
Coordinator



Aimee Powell
BURPI, MPA, MCIP, RPP
Manager of Planning
& Development



Colleen Healey-Dowdall
CAO

Attachments:

- A. Chief Building Official Year To Date Report

Dec-19						
Current						
Permits Issued	# Permits Issued	# Permits Issued YTD	Monthly Construction Value of Permits Issued	Construction Value of Permits Issued YTD	Monthly Building Permit Fees	Building Permit Fees YTD
Residential	5	261	\$274,000.00	\$17,605,909.00	\$5,102.70	\$194,008.96
Commercial	3	25	\$20,000.00	\$2,038,500.00	\$400.00	\$15,623.07
Industrial	0	2	\$0.00	\$3,000.00	\$0.00	\$50.00
Institutional	0	8	\$0.00	\$196,560.00	\$0.00	\$1,340.00
Public Utilities	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Agricultural	0	11	\$0.00	\$938,000.00	\$0.00	\$11,671.53
TOTAL	8	307	\$294,000.00	\$20,781,969.00	\$5,502.70	\$222,693.56

Y.O.Y.	4	378	\$980,000.00	\$22,497,145.00	\$15,073.55	\$167,093.25	33.28%
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23

NEW SFD CONSTRUCTION				
Dwelling Units Created				
Type	Current Month	YTD	Dwelling Const. Value	Dwelling Const. Value YTD
SFD/SEMI/ROW	1	40	\$250,000.00	\$11,261,030.00
Mult Res Bldgs	0	0	\$0.00	\$0.00
Accessory Apt within Existing Res Bldg	0	0	\$ -	\$0.00
TOTAL	1	40	\$250,000.00	\$11,261,030.00

Y.O.Y	0	16	\$ -	\$9,204,300.00
	0.00%	150.00%	0.00%	22.35%



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR001-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks & Recreation

SUBJECT: Trans Canada Trail Bridges

RECOMMENDATION

That Staff Report PR001-20 be received.

BACKGROUND

Two Pedestrian Trail Bridges on the Trans Canada Trail are in need of replacement located in the Town of Innisfil. In August 2019, the Town of Innisfil was made aware of issues on Pedestrian Bridge 7 that required immediate attention and bridge closure. Innisfil closed the section of the trail that the bridge was on and while closed Innisfil obtained RJ Burnside to complete inspections of both the bridges in that section. Both bridges required immediate works. Innisfil applied for funding to the Trans Canada Trail for the immediate works and completed the works October 2019.

The completed work was only a temporary solution in order to have the trail reopen and both bridges require full replacement.

COMMENTS AND CONSIDERATIONS

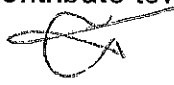
The total cost of Innisfil's Pedestrian Bridge 6 and Pedestrian Bridge 7 replacement is \$801,300. Innisfil has requested \$240,390 from the Trans Canada Trail. Innisfil has contacted Essa to see if able to assist with any amount of the additional \$560,910.

The Township of Essa has four bridges that are located along the Trans Canada Trail. In the last three years approximately \$40,000 has been spent on retrofitting the decking and rails of the four bridges in Essa as outlined in a report from Ainley. The work was treated as maintenance repairs and none of the work was capitalized. The four bridges are currently scheduled to be inspected by Ainley later in 2020.

There was no cost sharing between Innisfil and Essa for the work that was done to the bridges in 2016/2017 however the County of Simcoe provided \$19,636.96 in funding for the bridge work.

FINANCIAL IMPACT

The Town of Innisfil has requested any funds for contribution that Essa Township would be willing to provide to contribute towards the project. Such funding was not included in the 2020 budget.



SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Contribute an amount of Council's choice.
3. Direct staff in another course of action.

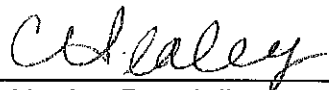
CONCLUSION

Option #1 is recommended.

Respectfully submitted:



Jason Coleman
Manager of Parks & Recreation



Colleen Healey-Dowdall
CAO

Attachments: Map of bridge locations





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW001-20
DATE: January 15, 2020
TO: Committee of the Whole
FROM: Bob Morrison, CRS-I, Manager of Public Works
SUBJECT: Purchase of Pickup Truck

RECOMMENDATION

That Staff Report PW001-20 be received; and

That Council authorize the purchase of a 2019 Chevrolet 1500 from Georgian Truck Centre in Barrie at a cost of \$42,000.00 plus tax.

BACKGROUND

In the 2020 Capital Public Works budget, \$50,000 was allocated for the purchase of a new pickup truck to replace a 2010 Ford F150

COMMENTS AND CONSIDERATIONS

Staff obtained three quotes from three different manufacturers for a new pickup truck, they are summarized as follows.

Pickup Truck

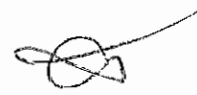
Georgian Truck Center	2019 Chev 1500 Silverado	\$42,000.00
400 Chrysler Dodge	2019 Ram 1500 Classic	\$42,457.00
Trillium Ford	2019 Ford F150 XLT	\$58,265.00

All quotes do not include taxes.

The quote for the 2019 Chev Silverado 1500 from Georgian Truck Center in Barrie (Attachment No. 1) is the preferred choice by Staff and is available on the lot for immediate delivery.

FINANCIAL IMPACT

In the 2020 Capital Public Works Budget \$50,000 was included to purchase a new pickup truck. Additional funds will be required to equip the vehicle with two-way radio, branding, tool box, back rack, temperature sensor, and emergency lighting, etc.



SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. Authorize the purchase of a 2019 Chev Silverado 1500 Pickup Truck from Georgian Truck Center in Barrie at a cost of \$42,000.00, plus taxes.
- 3. Authorize the purchase of a Pickup Truck from another dealer.

CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Bob Morrison, CRS-I
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1. Quote from Georgian Truck Center
- 2. Quotes from 400 Chrysler and Trillium ford

Bob Morrison

From: Peter Doyle <pdoyle@georgian.ca>
Sent: December 23, 2019 2:14 PM
To: John Kolb
Subject: FW: Scan to Email
Attachments: image2019-12-23-140906.pdf

John, That truck I quoted you was at another dealer and is now sold. That was what we called a Classic and there are only a few left in Quebec. Even if they are available to me the transport cost just adds to the expense. The big difference is that the Classic Style had Competitive Assistance money of 13500.00, while the Non-Classic has only 9500.00. Would the attached truck work for you at 42000.00 plus HST & Licensing?

Thank You

Peter Doyle
Fleet / Commercial Operation Manager

T 705 730 1230
C 705 795 1672
F 705 733 0042
pdoyle@georgian.ca
www.georgian.ca



A division of GEORGIAN AUTOMOTIVE GROUP

passionately driven.

From: scanner@georgian.ca [mailto:scanner@georgian.ca]
Sent: December-23-19 2:09 PM
To: pdoyle@georgian.ca
Subject: Scan to Email

[EXTERNAL]



Peter Doyle

[Update My Profile](#)
[Logout](#)

December 23, 2019

Global Warranty Management: Main > Interface With Customer > View Vehicle Build

INTERFACE WITH
CUSTOMER

View Vehicle Build

This screen allows IVH users to view the initial build information on the selected VIN including option codes with descriptions (where available).

Vehicle Information

VIN: 1GCRYDED8KZ384658 Model: CK10753-2019 SILVERADO 1500 4WD DOUBLE CAB
 Service Contract: No Branded Title: No Warranty Block: No PDI Status: Yes
 Order Type: 70 - RETAIL - STOCK
 Field Actions: [1 Open](#)

[REQUEST ANOTHER VIN](#)

For this vehicle:

- [View Vehicle Summary](#)
 - Service Contract
 - Branded Title
 - Warranty Block
- [View Vehicle Build](#)
- [View Vehicle Component Summary](#)
- [View Vehicle Transaction History Detail](#)
- [View Vehicle Delivery Information](#)
- [Investigate Major Assembly History](#)

Vehicle Build

Model: CK10753-2019 SILVERADO 1500 4WD DOUBLE CAB Order Number: WZJWB2
 Gross Vehicle Weight: 3,178 Build Date: 19/06/2019
 Build Plant: Z

Option Codes

*IVH is not the definitive source of GM Vehicle RPO Information and is intended for service reference only. Should there be any questions about the vehicle's original build or RPO information please refer to the original vehicle invoice or window sticker.

- | | |
|--|--|
| 0ST - | 1LT - PREFERRED EQUIPMENT GROUP |
| 1S2 - | 2ST - |
| 3ST - | 4AA - |
| 4ST - | 5FC - |
| 5ST - | 6SC - |
| 7SC - | 8X2 - |
| 9X2 - | AZX - 10-WAY POWER DRIVER SEAT |
| A68 - | A7E - |
| AED - | AEO - |
| AKO - DEEP TINT REAR GLASS | ALO - |
| ASV - | ATH - KEYLESS OPEN AND START |
| AU3 - POWER DOOR LOCKS | AXG - |
| AXK - | AY0 - |
| AZ3 - 40/20/40 FRONT SPLIT-BENCH SEAT | B30 - FLOOR CARPETING |
| B32 - RUBBERIZED-VINYL FRONT FLOOR MATS | B33 - RUBBERIZED-VINYL REAR FLOOR MATS |
| BPH - | BTM - |
| BTV - REMOTE VEHICLE START | BWN - REAR BUMPER CORNERSTEPS |
| C49 - REAR WINDOW DEFOGGER | C50 - |
| C5W - GVWR: 3175 KG (7000 LB) | CJ2 - AUTOMATIC CLIMATE CONTROL, DUAL ZONE |
| CTT - HITCH GUIDANCE | D31 - |
| D75 - | DLF - HEATED OUTSIDE MIRRORS |
| DP9 - CHROME MIRROR CAPS | E35 - |
| E63 - DURABED, PICKUP BED | ENL - |
| F48 - | FE9 - |
| FJW - E15 FUEL | FW1 - |
| G80 - AUTO. LOCKING REAR DIFFERENTIAL | GAZ - SUMMIT WHITE |
| GF3 - LT MODEL | GU5 - REAR AXLE - 3.23 RATIO |
| H0U - JET BLACK | I10 - ENGINEERING YEAR 2019 |
| I0R - CHEVROLET INFOTAINMENT 3 WITH 8" DIAGONAL COLOUR TOUCHSCREEN | J61 - |

30

JBP -	JHD -
JL1 - TRAILER BRAKE CONTROLLER	K05 - ENGINE BLOCK HEATER
K34 - CRUISE CONTROL	K47 - HIGH CAPACITY AIR CLEANER
KA1 - HEATED FRONT SEATS	KC4 -
KC5 -	K13 - HEATED STEERING WHEEL
KL9 - AUTOMATIC STOP/START	KNP -
KPA - POWER OUTLET, REAR AUXILIARY, 12-VOLT	KW7 - 170 AMP ALTERNATOR
L84 - 5.3L ECOTEC3 V8 ENGINE	MBC -
MCZ - 2 USB PORTS LOCATED ON INSTRUMENT PANEL	MQE - 8-SPD AUTOMATIC TRANSMISSION
N06 -	N10 - DUAL EXHAUST W/POLISHED OUTLETS
N37 - TILT/TELESCOPING STRG COLUMN	NE8 -
NP5 - LEATHER WRAPPED STEERING WHEEL	NOH - AUTOTRAC TWO-SPEED TRANSFER CASE
NTB -	NZZ - SKID PLATES
PCL - CONVENIENCE PACKAGE	PDU - TRUE NORTH EDITION
PZX - 18" BRIGHT SILVER PAINTED ALUMINUM WHEELS	QK1 - STANDARD TAILGATE
QT5 - TAILGATE - MANUAL GATE FUNCTION WITH LIFT ASSIST, POWER LOCK AND RELEASE	R7K -
R7M -	R7W - MANDATORY VK3
S2B -	SAF - TIRE CARRIER LOCK
SFZ - BLACK BOWTIE EMBLEM, FRONT (LPO-DEALER INSTALLED)	SLM -
SU5 -	SU8 -
TDM - TEEN DRIVER	U19 -
U2J - SIRIUSXM RADIO(TM) DELETE	U73 -
UDD -	UE1 - ONSTAR(R)
UF2 - LED DURABED LIGHTING	UIJ -
UJM - TIRE PRESSURE MONITOR	UK3 - STEERING WHEEL AUDIO CONTROLS
UQF -	URC -
USS - DUAL USB PORTS, CHARGE ONLY	UTJ -
UVC - REAR VISION CAMERA	V48 -
V78 - BLACK FRONT RECOVERY HOOKS	V8E -
VJH -	VK3 - LICENSE PLATE BRACKET, FRONT
VQK - MOULDED SPLASH GUARDS (LPO-DEALER INSTALLED)	VRF -
VRG -	VRH -
VRK -	VRL -
VRM -	VRN -
VRR -	VSX -
VT7 -	VTI -
VV4 - 4G LTE WI-FI HOTSPOT	VXH - 6" CHROME ASSIST STEPS (LPO- DEALER INSTALLED)
WMK - 2019 MODEL YEAR	X88 -
XCK - P265/65R-18 ALL-TERRAIN TIRES	XCQ - SPARE TIRE
YM8 - LPO IDENTIFIER	Z49 - CANADIAN BASE EQUIPMENT
Z71 - Z71 OFF-ROAD PACKAGE	Z82 - TRAILERING PACKAGE
ZL3 -	

Added Option Codes

#AA - WHEEL LOCK PACKAGE

Global Warranty Management: Site Map

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7a
Bob Morrison

From: Michael Lynn <michael.lynn@trilliumford.com>
Sent: January 2, 2020 4:39 PM
To: John Kolb
Subject: FOLLOWING UP - TRILLIUM FORD LINCOLN - NEW QUOTE
Attachments: lariat-john-kolb.pdf; print screen.png

Good Afternoon John,

I hope all is well. I have attached a copy of the quote breakdown, as well as a copy of the window sticker. If you have any questions please feel free to let me know.

Regards,

Mike Lynn

Trillium Ford Lincoln

This email was sent to: jkolb@essatownship.on.ca.

From: Trillium Ford 4589 Industrial Parkway Alliston, ON L9R 1V2

[Update Preferences](#) - to update your communication preferences.

[Unsubscribe](#) - to stop all future email communications [REF_V147917-876813_NO].

[Terms and Conditions](#)

[EXTERNAL]

Customers +

NONE

Transactions +

0 Unsaved

Vehicles

Purchase

Description	
Technical Data	
Preparation	
Insurance	
Accessories / Options	1492.00
Extended Warranty	0.00
F&I Products	199.00
Base Fees	275.00
Trade-in	
Description	0.00

Financing Types

Comparison (Lease/Fin.)

Lease

* Financing

Buyback Loan

Prepaid Lease

Cash Deal

Others

Contacts

Terms Management

Taxation

Analysis

Sales Rep Comm. (Veh.)

Sales Rep Comm. (F&I)

F&I Comm.

Summary

Printing

Final Transaction

Quick Printing

Form Printing

Financing Offer

Offer Presentation Acc. Presentation Loan Insurance Worksheet Conf. - Desc. Conf. - PPSA

Purchase NEW 2019

Stock # [] List Version Manual Mode List
 Delivery Date [] Taxation ONTARIO

Base Price	71,249.00	M.R. (Non Tax.)	10,500.00
Options	0.00	Fees	275.00
Fees	50.00	Accessories	1,492.00
Subtotal	71,299.00	Reduction	4,500.00
Price Type		Subtotal	58,066.00

Ext. Warr.	0.00	F&I Subtotal	199.00
F&I Products	199.00	Total Purchase	58,265.00

Trade-In

Trade-In Value	0.00	Lien	0.00
+ Tax Savings	0.00	Net Amount	0.00

GST/HST	13,000	7,559.50		
PST	0.000	0.00	Total Due	65,824.50

Refund. Down P.	0.00	Customer Cash	0.00
Extra	0.00	C.B.	0.00
		Balance (Fin.)	65,824.50

FORD CREDIT Add X < >

List	NOT ASSIGNED	Loan Amortization	64	84	
	71,249.00	Standard Rate	0.00	Rate	3.99

Frequency	EVERY 2 WEEKS	182
Delivery Date	[]	
1st Payment Date	[]	0
Last Payment Date	[]	
Last Payment	415.21	

Insurance

Can. Premier Life (Ford) - 245		
Life Ins.	NONE	0.00
Dis. Ins.	NONE	0.00

R.D.A.	0.00	Cap. With R.D.A.	65,824.50
Promotion Type	[]		

Cap. Cost	65,868.69
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Payment	415.21
---------	--------

SW

ST

DRB-000286

9-NORMAL, NE, 100286, KJ091

6318

220190916 6270

ULF CERT CERT CERT TRD RAMP BUMP CAMP BOOK EXFL



1FTEW1E56 KFD20566

NE FC15

VEHICLE DESCRIPTION

F-150

KF D20566

2019 F-150 4X4 SUPERCREW
145" WHEELBASE
5.0L V8 ENGINE
ELECTRONIC 10-SPD AUTO

EXTERIOR OXFORD WHITE
INTERIOR BLACK LTHR TRIMMED BUCKET

STANDARD EQUIPMENT
STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE IN THE BASE PRICE BELOW

- EXTERIOR**
- AUTO HIGH BEAMS
 - BOXLINK™ CARGO MANAGEMENT SYSTEM
 - DEFROSTER, REAR W/PRIVACY
 - FOG LAMPS
 - PICK-UP BOX LED LIGHTING
 - PICKUP BOX TIE DOWN HOOKS
 - REMOTE RELEASE TAILGATE
 - TOW HOOKS

- INTERIOR**
- 110V OUTLET
 - AMBIENT LIGHTING
 - CARPET W/FLOOR MATS, C/K
 - MIRROR, AUTODIMMING
 - PEDALS, PWR ADJS W/MEMORY
 - STEER WHEEL LTH W/CONTROLS
 - TACHOMETER

- FUNCTIONAL**
- A/C, DUAL ZONE ELECTRONIC
 - ABS, POWER 4-WHEEL DISC
 - AUTO START/STOP
 - EASY FUEL CAPLESS FILLER
 - ENGINE BLOCK HEATER
 - FORDPASS™ CONNECT
 - PRE-COLLISION ASSIST W/AEB
 - REM KEYLESS ENTRY/KEYPAD
 - REMOTE VEHICLE START
 - REVERSE CAMERA SYSTEM
 - SELECTSHIFT™ AUTO. TRANS
 - SYNC3
 - WINDOWS/DOOR LOCKS, POWER

- SAFETY/SECURITY**
- AIRBAGS, DRIVER & PASS
 - AIR BAGS, SIDE
 - PASSIVE ANTI-THEFT SYSTEM
 - ROLL STABILITY CONTROL
 - SAFETY BELTS, ADJUSTABLE
 - SOS POST CRASH ALERT SYST

- WARRANTY**
- 3 YR/60,000 KM BASIC
 - 5 YEAR/100,000 KM POWERTRAIN
 - ROADSIDE ASSISTANCE 24 HRS

INCLUDED ON THIS VEHICLE

EQUIPMENT GROUP 502A

- LARIAT SERIES
- BLIND SPOT INFO SYSTEM
- LED SIDE-MIRROR SPOT LIGHTS
- B&O SOUND SYSTEM
- VOICE-ACTIVATED NAVIGATION
- 2ND ROW HEATED SEATS
- HEATED STEERING WHEEL

OPTIONAL EQUIPMENT/OTHER

- 2019 MODEL YEAR
- FEDERAL EXCISE TAX 100.00
- 5.0L V8 ENGINE 1,850.00
- 275/55R-20 BSW ALL-TERRAIN 700.00
- 3.31 ELECTRONIC LOCK RR AXLE NO CHARGE
- 7000# GVWR PACKAGE
- POWER DEPLOYABLE RUNNING BDS 950.00
- TWIN PANEL MOONROOF 1,750.00
- TRAILER TOW PACKAGE
- FX4 OFF-ROAD PACKAGE 750.00
- SKID PLATES 400.00
- TAILGATE STEP NO CHARGE
- 20" 6-SPOKE PAINTED ALUM WHEEL NO CHARGE
- 136 LITRE/36 GALLON FUEL TANK
- LARIAT SPORT PACKAGE NO CHARGE
- LEATHER BUCKET SEATS W/CONSOLE NO CHARGE
- FLEX FUEL VEHICLE

(MSRP)*

5,200.00

100.00

1,850.00

700.00

NO CHARGE

950.00

1,750.00

750.00

400.00

NO CHARGE

NO CHARGE

NO CHARGE

PRICE INFORMATION

BASE PRICE \$57,849.00

TOTAL OPTIONS/OTHER 11,700.00

TOTAL VEHICLE & OPTIONS/OTHER 69,549.00

DESTINATION & DELIVERY 1,900.00

(MSRP)*

"THIS VEH. NOT INTENDED FOR SALE OR REGISTRATION IN US" RETAIL PRICES EXCLUDE GST/HST

TOTAL MSRP \$71,249.00

* MANUFACTURER'S SUGGESTED RETAIL PRICE - MSRP

NOTE: THIS PRICE HAS BEEN DEVELOPED AS A GUIDE. DEALERS MAY SELL FOR LESS AND ARE NOT UNDER ANY OBLIGATION TO ACCEPT THIS SUGGESTED RETAIL PRICE.

RAMP ONE/TERMINAL UN

CS59

RAMP TWO/TERMINAL DEUX

FINAL ASSEMBLY PLANT/USINE DE MONTAGE

DEARBORN

METHOD OF TRANS/MODE DE TRANSPORT

CONVOY

ITEM # AB-B462 O/T 2

KJ091 N RE 2X 940 000286 09 09 19

Canada

ENERGUIDE

E85 Gasoline-Ethanol Vehicle
Véhicule à essence-éthanol

Fuel Consumption / Consommation de carburant

13.3 L/100 km
combined/combinée

15.1 L/100 km
city/ville

11.0 L/100 km
highway/route

21 mi/gal

Annual fuel COST
for an annual distance of 20,000 km, and an average fuel price of \$1.02 per litre

\$ 2 713

Coût annuel en carburant
pour une distance annuelle de 20 000 km, et un prix moyen du carburant de 1,02 \$ par litre

Standard pickup trucks range from / Les camionnettes ordinaires font entre **9.5 - 16.3** L_e/100 km

Carbon Dioxide Rating / Indice de dioxyde de carbone



Smog Rating / Indice de Smog



Estimates are based on Government of Canada approved criteria and testing methods. Vehicle's actual fuel consumption will vary.

Estimations établies selon des méthodes d'essai et des critères approuvés par le gouvernement du Canada. La consommation de carburant réelle du véhicule variera.

For more information visit vehicles.nrcan.gc.ca

Pour plus d'information visitez vehicules.nrcan.gc.ca

U.S. GOVERNMENT SAFETY RATINGS
COTES DE SÉCURITÉ DU GOUVERNEMENT AMÉRICAIN

Overall Vehicle Score / Cote globale du véhicule ★★★★★

Frontal Crash / Collision frontale Driver / Conducteur ★★★★★
Passenger / Passager ★★★★★

Side Crash / Collision latérale Front seat / Siège avant ★★★★★
Rear seat / Siège arrière ★★★★★

Rollover / Capotage ★★★★★

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest. Les cotes varient de 1 à 5 étoiles (★★★★★), 5 étant la cote la plus élevée.

Source: U.S. National Highway Traffic Safety Administration
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01/02/2020

2201909166270

Bob Morrison

From: Derek Williams <dwilliams@400chrysler.com>
Sent: January 3, 2020 2:35 PM
To: John Kolb
Subject: Re: Quote for new truck

Hey John!

I have used this truck as an example... Its a very nice build and very similar to what you sent.

<https://www.400chryslerdealer.com/new/Ram/2019-Ram-1500+Classic-innisfil+on-2825d4720a0e0ae71e4d0d97b031905b.htm>



New 2019 Ram 1500 Classic For Sale at
400 Chrysler Dodge Jeep Ram | VIN:
1C6RR7KT0KS749683

New 2019 Ram 1500 Classic at 400 Chrysler Dodge Jeep
Ram in Innisfil, ON, L9S 3Z9. Call (705) 797-9700 for
more information.

www.400chryslerdealer.com

\$42457 plus tax, licensing and fuel

biweekly payments - taxes included

72 months - \$348.11

84 months - \$304.36

96 months - \$271.61

Let me know what questions you have further!



Derek Williams

Product Specialist at 400 Chrysler Dodge Jeep Ram

A 3482 9th Line Innisfil, ON L9S 3Z9
P 705-797-4707 ext 4676 M 705-796-
4944 E dwilliams@400chrysler.com W www.400chryslerdealer.com
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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW002- 20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Bob Morrison, CRS-I, Manager of Public Works

SUBJECT: LED Decorative Street Light Retrofit

RECOMMENDATION

That Staff Report PW002-20 be received; and

That Council authorize Realterm Energy to complete the second stage of the Township wide Streetlight retrofit program with the proposed LED Decorative Streetlight Retrofit at a cost of \$270,104.00 plus tax.

BACKGROUND

At the Committee of the Whole Meeting held on May 15, 2019, a report was brought to Council at Council's request (PW020-19), which authorized the Manager of Public Works to prepare the necessary tender in order to convert the Township's HPS (high pressure sodium) streetlights to LED (light emitting diode) using the one-time payment of \$676,935 from the Ministry of Municipal Affairs and Housing.

Staff contacted LAS (Local Authority Services) and it was highly recommended that Realterm Energy be used to head up this project as they have done many of these projects in the Province of Ontario. Council approved this and Realterm Energy was contacted and asked to perform a GIS audit of our existing streetlights in order to have an accurate location, type and quantity of streetlights. It was suggested by Realterm to do this project in two stages. The first stage was to retrofit the Cobra Head Fixtures and the second stage was to retrofit the Decorative Fixtures.

Once this initial GIS audit was completed, Realterm provided an Investment Grade Audit for the Township of Essa for the Cobra Head Fixtures. This audit is Attachment 1 of this report.

Realterm has completed the Investment Grade Audit for the Decorative Street lights. This audit is Attachment No. 2 of this report.

COMMENTS AND CONSIDERATIONS

Realterm Energy has started the first stage to retrofit the Cobra Head Fixtures and currently has 380 fixtures changed out in Thornton and Angus.

It is estimated that by retrofitting the Decorative Light Fixtures there will be an energy savings that will equate to \$ 14,336 per year (Page 9 of Attachment 2) as well as reduction on overall average annual maintenance costs of \$115 / fixture (Page 11 of Attachment 2).

There will also be a Green House Gas reduction of 2 metric tonnes annually (Page 15 of Attachment 2).

The return on investment for the combined Cobra Head and Decorative Light fixture retrofit project is estimated to be 4.5 years.

FINANCIAL IMPACT

The cost to retrofit the Decorative Fixtures is \$ 270,104.00 plus tax this includes the recommended parts inventory (\$3,426.00).

The Treasury Department has confirmed that there is \$ 676,935.00 in a reserve for this project, received from the Ministry of Municipal Affairs and Housing in 2019 to modernize service delivery.

There is additional funds of \$22,176.00 leftover from the 2018 Main Street Revitalization Program received from the Ministry of Agriculture, Food and Rural Affairs that can be used to offset costs.

The Township will also be eligible for an incentive of \$5,109.00 from the Independent Electrical System Operator (IESO).

Cobra Head Fixture Retrofit	\$480,494.00
Decorative Fixture Retrofit	\$270,104.00
GIS Audit	<u>\$ 12,625.70</u>
<u>Total Project Cost</u>	\$763,223.70

Total Funding

Ministry of Municipal Affairs and Housing	\$676,925.00
Main Street Revitalization Grant	<u>\$ 22,176.00</u>
	\$ 699,101.00

Proposed Incentives from IESO

Cobra Head Fixture Retrofit	\$35,484.48
Decorative Fixtures Retrofit	<u>\$ 5,109.00</u>
	\$40,593.48

Cost	\$763,223.70
Funding	-\$699,101.00
Incentive	<u>- \$ 40,593.48</u>

Short Fall \$ 23,529.22

It is proposed that the shortfall be funded from the Special Project reserve.

SUMMARY/OPTIONS

Council may:

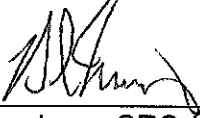
1. Take no further action.
2. Authorize Realterm Energy to proceed with the LED retrofit to the Decorative Street Lights, in accordance with the content of this report.

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CONCLUSION

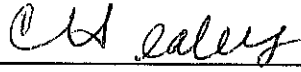
Staff recommends Option # 2 be approved.

Respectfully submitted,



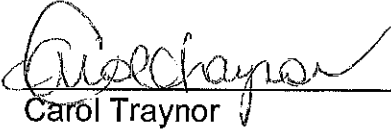
Bob Morrison, CRS-I
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

Reviewed by,



Carol Traynor
Manager of Finance

Attachments:

- No.1 Investment Grade Audit for Cobra Head Fixtures
- No.2 Investment Grade Audit for Decorative Street Lights



Investment Grade Audit for the Township of Essa

LED Streetlighting Conversion

September 17, 2019

P-1006

Primary Contact

Managing Director, Business Solutions
Realterm Energy Corp.
2200 de la Montagne Street, Montreal, Quebec H3G 2T7
514-429-1111
info@realtermenergy.com



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September 17, 2019

The Township of Essa
5786 County Road 21
Utopia, ON L0M 1T0

Dear Mr. Morrison,

We are pleased to present this Investment Grade Audit (IGA) of the streetlight network for the Township of Essa.

We have concluded our detailed analysis of your streetlight system to reflect the proposed upgrade to LEDs based on our GIS/GPS mapping. The existing streetlights to be upgraded to LEDs under the scope of work of the IGA presented are currently consuming 562,291 kWh. By upgrading to LEDs, your projected annual energy consumption will fall substantially to 165,093 kWh, resulting in 397,198 kWh of energy savings, equivalent to **71%** consumption reduction.

The total project cost is \$475,848 including allowances for rewiring, fusing, arm replacement and other installation allowances listed in Section 7.2. – Allowances. The estimated available incentives are \$50,225 from IESO. We have included the following project specific appendices:

- 1) Appendix A: The cost depicted in the main body of this IGA is inclusive of a custom green color to be added to 77 Cobrahead LED fixtures. Alternatively, should the Township wish to not proceed with green color on these fixtures, the price differential is summarized in Appendix A.
- 2) Appendix B: Projected added cost for including CIMCON smart control system.
- 3) Appendix C: List of recommended spare materials (LED luminaires and photocells) should the Township wish to have these materials included as part of the project scope of work.
- 4) Appendix D: Estimated costs the Township can expect for the LED Upgrade of the Decorative fixtures.

We look forward to moving your project to the next phase. We will arrange for a conference call to discuss the contents of this report in the next few days, but until then please feel free to contact us should you have any questions.

Yours truly,



Sean Neely, President
sneely@realtermenergy.com

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1. EXECUTIVE SUMMARY

Technical/ Environmental Assessment	Title	Township of Essa LED Streetlight Conversion
	Baseline	941 HID ⁽¹⁾ Cobrahead fixtures, Total demand: 130.2 kW Annual energy consumption: 562,291 kWh Annual operating hours: 4,320
	Technology Employed	Smart ready LED Fixtures
	Technology Provider(s)	Cree
	Technical Specifications	7-PIN, Smart ready fixtures Color temp: 3,000K Average life ≥ 100,000 hours CRI ≥ 70, IP ≥ IP 65
	Fixture Warranty	10 years
	Annual Energy Savings	397,198 kWh (71%)
Financial Assessment	Financing Scheme	Capital Purchase (Essa-financed)
	Total Project Cost	\$475,848
	IESO Incentive	\$50,225
	Net Project Cost	\$425,623
	Project Reference Period	23 Years
	Payback Period	3.2 Years

(1) – High Intensity Discharge

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2. INTRODUCTION

RealTerm Energy has examined in detail the Township of Essa’s existing streetlight network records to produce this Investment Grade Audit. Our analysis included the following stages:

- Evaluate existing GPS/GIS data of the entire streetlight inventory of the Township
- Apply appropriate LED-based lighting designs
- Update the replacement LED fixtures from the desktop review
- Examine in detail the Township’s utility bills
- Examine detailed maintenance records of the Township
- Establish baseline results for energy consumption and maintenance costs
- Revise estimated project costs and savings potential

A summary of our findings:

	IGA RESULT
Number of Fixtures	941
Type of Fixture	HID
Energy Savings (%)	71%
Energy Consumption (kWh)	562,291
Projected Annual Energy Costs	\$141,299
Annual Maintenance Cost (5-year average)	\$28,378
Average Annual Cost per Fixture	\$180
Total Annual Operating Cost	\$169,677
Total Project Costs	\$475,848
Incentives (IESO)	\$50,225
Net Project Costs <u>after</u> Incentives	\$425,623

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3. GPS MAPPING

RealTerm Energy conducted a complete GIS inventory of the Township of Essa's streetlights and used the information derived from this review to develop a detailed picture of Essa's current streetlighting network which includes the following:

- Accurate count of all fixtures and fixture types
- Wattage of each existing fixture
- Length of fixture arms, fixture heights, setbacks from roadway, pole spacing, etc.
- Exact GPS coordinates
- Road classifications
- Utility pole ID numbers (when available)

From this data, we established a profile of Essa's streetlight inventory and defined key parameters such as demand and energy consumption. This then allowed us to accurately estimate energy savings potential associated with the LED upgrade.

A detailed breakdown of the revised lighting inventory, obtained from the GIS/GPS audit is presented below:

3.1. GPS Inventory (Actual)

TYPE	SYSTEM WATTAGE	QTY	DEMAND (kW)
COBRAHEAD FIXTURES			
Cobrahead - HID 70W	100	309	30.9
Cobrahead - HID 100W	130	489	63.6
Cobrahead - HID 150W	190	71	13.5
Cobrahead - HID 200W	250	2	0.5
Cobrahead - HID 250W	310	70	21.7
TOTAL		941	130.2

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4. LED REPLACEMENT INVENTORY

The reduced demand following the LED streetlight upgrade will directly impact annual energy consumption, measured in kWh. Our findings show that the demand will be reduced by 91.9 kW. This will result in energy savings of 71% over the current consumption, equivalent to 397,198 kWh annually. The table below illustrates the proposed changes to Essa's inventory, based on our examination of the GPS data and lighting design results (see next page for more details on our design methodology).

Following input from the Township, our design team developed photometric design plans utilizing 3000K color temperature. The 3000K fixtures warm color offers pedestrian comfort without compromising the safety and visual acuity required in higher classified roads and areas of high pedestrian activity.

4.1. LED Replacements (Actual, Post-Upgrade)

LDC	TYPE	WATTAGE	QTY	DEMAND (kW)	DLC*	COLOUR-TEMP.
COBRAHEAD FIXTURES						
Hydro One	33W_XSPSM D HT 2ME 5L 30K7 UL green N Q4	33	72	2.4	DLC	3,000K
Hydro One	33W_XSPSM D HT 2ME 5L 30K7 UL SV N Q4	33	559	18.4	DLC	3,000K
Hydro One	40W_XSPSM D HT 3ME 5L 30K7 UL SV N Q6	40	75	3.0	DLC	3,000K
Hydro One	40W_XSPSM D HT 4ME 8L 30K7 UL green N Q2	40	5	0.2	DLC	3,000K
Hydro One	40W_XSPSM D HT 4ME 8L 30K7 UL SV N Q2	40	65	2.6	DLC	3,000K
Hydro One	59W_XSPSM D HT 2ME 8L 30K7 UL SV N Q6	59	6	0.4	DLC	3,000K
Hydro One	59W_XSPSM D HT 3ME 8L 30K7 UL SV N Q6	59	8	0.5	DLC	3,000K
Hydro One	59W_XSPSM D HT 4ME 8L 30K7 UL SV N Q6	59	9	0.5	DLC	3,000K
Hydro One	67W_XSPMD D HT 2ME 12L 30K7 UL SV N Q4	67	71	4.8	DLC	3,000K
Hydro One	67W_XSPMD D HT 3ME 12L 30K7 UL SV N Q4	67	23	1.5	DLC	3,000K
Hydro One	81W_XSPMD D HT 4ME 12L 30K7 UL SV N Q6	81	43	3.5	DLC	3,000K
Hydro One	91W_XSP LG D HT 3ME 24L 30K7 UL SV N Q1	91	5	0.5	DLC	3,000K
TOTAL			941	38.2		
Notes:						
1. 37 LED Cobraheads to be installed with backlight shields.						
2. 77 of the Cobraheads are to come with custom green color to match the existing pole color. As an alternative to this option, refer to appendix A.						

*DLC-listed products are LED products that have been tested at a DLC-approved laboratory and comply with specified performance and energy efficiency criteria. These products are eligible for IESO incentive. For further information please visit the DesignLights Consortium website at www.designlights.org.

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5. LED LIGHTING DESIGN

RealTerm Energy's technical evaluation team reviewed the collected geospatial dataset and formulated a hybrid approach to completing the roadway designs for Essa. After evaluating the configuration of each light fixture for road classification, pedestrian activity, pole spacing, mounting height, arm length and curb setback, we have concluded that Essa can achieve the same or better lighting levels as those under its current streetlights. We have implemented a design solution of selected LED luminaires that follow the RP-8-2018 recommendations where possible, within the existing infrastructure configuration (RP-8 is a recommended, though not a required practice for roadway illumination).

The reason that a portion of Essa's luminaires do not meet RP-8 may be due to several factors, including:

- Inadequate pole spacing (poles are spaced too far apart), insufficient mounting height, or
- Missing light fixtures (at essential locations to eliminate gaps).

Our analysis concludes that in all instances where RP-8 could not be achieved with a new LED fixture, this was already the case for the existing fixture. In such instances, photometric design has been utilized to select an LED luminaire for which the wattage and distribution pattern combine to meet or exceed the existing lighting levels.

Based on the replacement luminaires detailed in the following pages, we anticipate that the impact on the Township's annual energy consumption will be as follows:

PARAMETER	IGA Results	%
Current Annual Energy Consumption (kWh)	562,291	
Projected LED Annual Energy Consumption (kWh)	165,093	
Annual Savings (kWh)	397,198	71%

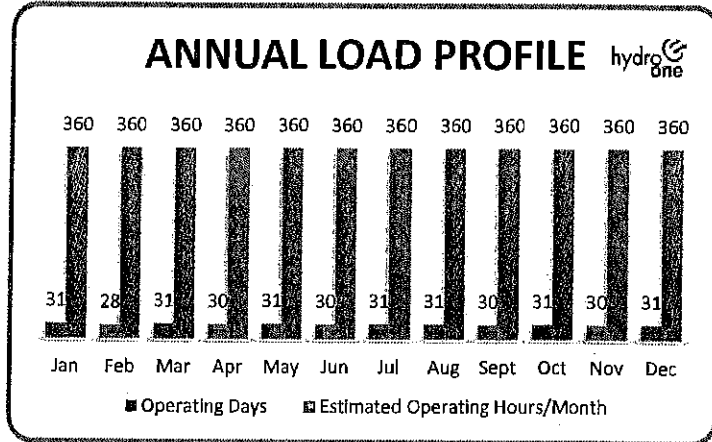
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6. ENERGY AND COST SAVINGS ANALYSIS

6.1. Hydro One's Load Profile

Streetlights are generally not metered, but rather deemed to be 'on' and are therefore billed based on a load profile, determined by the utility company. The annual load profile is a critical part of the Baseline calculation, used to project the actual energy consumption and future energy savings that will be realized after the upgrade. The load profile utilized by Hydro One, Essa's utility company, appears on the right.

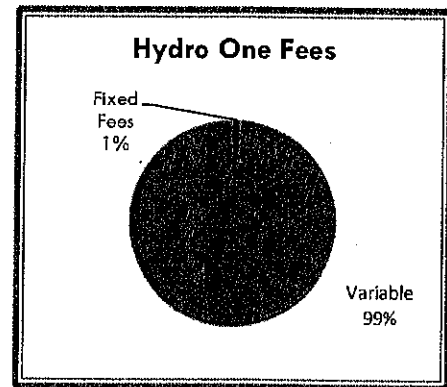


6.2. Baseline Energy Calculations

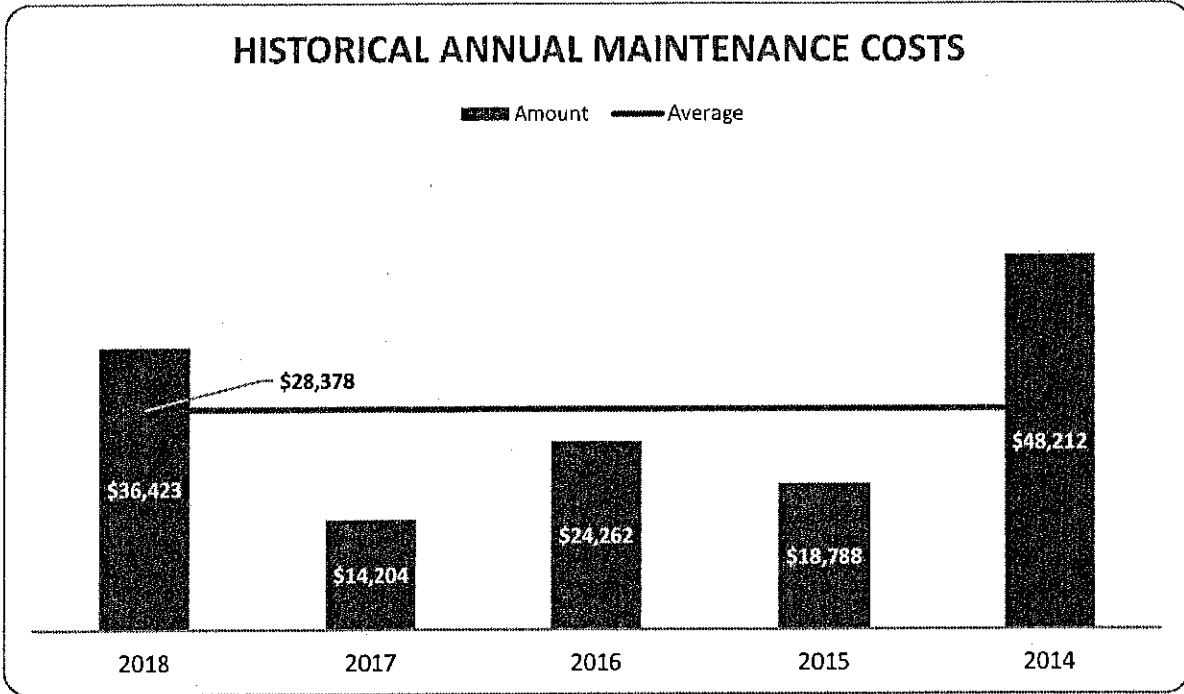
Utilities charge two types of fees: fixed and variable. Fixed fees are constant both before and after the upgrade as they are charged on a per connection basis. Variable fees are based on consumption and therefore decrease following an upgrade to LEDs. Higher fixed fees as a percentage of the total bill result in lower potential dollar savings post-upgrade.

In the case of Hydro One, the fixed fees are almost negligible, close to 1%. Since Hydro One has very low fixed fees, then almost all the demand savings will show up in the municipality's billing.

	Fixed Fees	Variable Fees	Total Energy Cost
Before	\$34	\$141,266	\$141,299
After	\$34	\$35,684	\$35,718
Savings	-	\$105,581	\$105,581



6.3. Baseline Maintenance Analysis

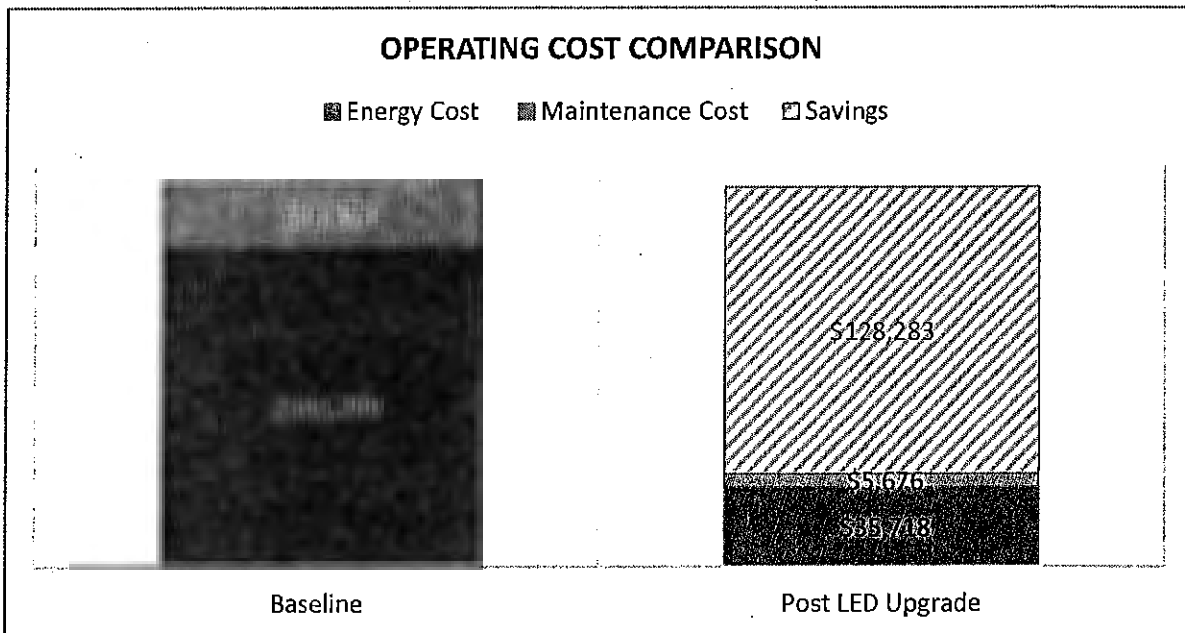


We have examined the maintenance costs for the past 5 years when data was provided by the municipality. The average is \$28,378 per annum, which equates to roughly a cost per fixture of \$30.20 (prorated for the scope of fixtures included in this IGA). This average is in line with the average expenditure we have compiled for Ontario communities of similar size. We conservatively estimate that ongoing LED maintenance will equate to 80% savings over current HPS expenditures, or approximately \$22,702 in savings in the first year.

Different manufacturers propose varying estimates for ongoing maintenance costs of LED fixtures. While it is unrealistic to assume that no annual maintenance will be required, the fixtures themselves do not contain components that require periodic replacement (such as HPS bulbs and ballasts). While actual maintenance costs are likely to be a mere fraction of our estimate in any given year, we recommend incorporating this figure into municipal budgets to account for periodic cleaning or other eventualities over the life of the fixture and not covered under the manufacturer's 10-year warranty.

6.4. Energy and Maintenance Cost Comparison

PARAMETER	BASELINE	POST LED UPGRADE	VARIANCE	PERCENT
Number of Fixtures	941	941		
Annual Electricity Consumption (kWh)	562,291	165,093	397,198	71%
Annual Electricity Costs	\$141,299	\$35,718	\$105,581	75%
Annual Maintenance Cost	\$28,378	\$5,676	\$22,702	80%
Total Street Lights Expenditures	\$169,677	\$41,394	\$128,283	76%
Average Annual Cost per Fixture	\$180	\$44	\$136	76%



7. PROJECT COSTS: CAPITAL PURCHASE

In a Capital Purchase financing option, or a "Design, Upgrade and Transfer", the Township arranges the financing of the project. Typically, this would be from a source similar to Infrastructure Ontario which has low-cost interest rates.

7.1. Project Costs, Savings and Investment Return

PROJECT COSTS	
Number of Fixtures	941
Total Project Costs	\$475,848
Incentive	\$50,225
Net Project Costs	\$425,623

Note regarding the available incentives:

The above incentive amount is calculated using the Save on Energy Program Prescriptive Worksheet for Exterior Lighting Version 7.0 in force from April 2019. The **Save on Energy** programs are powered by the Independent Electricity System Operator (IESO).

This amount of the incentive may vary in 2019 at the sole discretion of the IESO.

INVESTMENT RETURN

The payback period of the project, before including any financing costs is **3.2 years**.

7.2. Allowances

The total project cost includes provisional allowances as detailed below:

Provisional Items	Cobrahead	
	%	Quantity
Re-wiring	20%	188
Re-fusing	100%	941
Fuse Holder Replacement	20%	188
Arm Replacement	2%	19
Re-establish Connection Between Arm and Bracket	2%	19
Secondary Connection Refresh	5%	47
Luminaires in Proximity to High Voltage	5%	47
Third Party Quality Control	3-days of third-party quality control	

Billing of Provisional Items

The work covered by the allowances listed above are recommended as they will minimize the likelihood of service calls over the life of the fixtures, greatly reducing maintenance costs. During the installation phase, if additional work is required, the Township will be notified first before allowances are exceeded. Any additional work must first be authorized by the municipality and will be handled as a change order.

Luminaires near high voltage wires within a restricted zone:

In the case of cobrahead fixtures located near high voltage wires within a restricted zone, we have identified 3 different approaches to address and solve the issue while ensuring safety. The exact quantity of the fixtures located within the restricted zone can only be identified in the installation phase.

1. Safety is always the number one priority, and to that end, we will assess each location with the goal of relocating the affected luminaire to a safe location. This may involve the services of an engineer and additional costs imposed by Hydro One both of which will become a pass-through to the Municipality. However, we anticipate that there is a return to the Municipality through lower maintenance costs (fewer service calls) to the luminaire in the future.
2. Engage the services of high voltage crews to replace the existing luminaires. This option comes at a premium price, and is not recommended, as it does not solve any future access issues.
3. RealTerm Energy supplies the fixtures only (uninstalled), and the Municipality can work in conjunction with the local utilities to organize the installation.

If, during the installation, we find luminaires near high tension wires within a restricted zone, we will work with your municipal staff to determine which approach the Township prefers.

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8. FINANCIAL APPRAISAL OF THE CAPITAL OPTION

8.1. Loan Costs

Infrastructure Ontario offers loans at favorable rates to most municipalities seeking to improve their civic infrastructure. Interest rates vary with market conditions and are set at the prevailing rate at the time the loan is advanced. The table below summarizes payment options that would be available to fund the project through Infrastructure Ontario. Please note these rates change daily and are submitted below for evaluative and budgeting purposes.

CAPITAL COST	TERM (YEARS)	INTEREST RATE	ANNUAL PAYMENT	COST OF BORROWING
\$425,623	10	2.40%	\$47,889	\$53,263

* Investment cost less IESO rebate

8.2. Net Savings After Financing Costs

Year	1	2	3	4	5	6	7	8	9	10
Annual Savings	\$128,284	\$131,905	\$135,631	\$139,464	\$143,407	\$147,463	\$151,636	\$155,930	\$160,347	\$164,891
Loan Repayment	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889	\$47,889
Cash Flow	\$80,395	\$84,016	\$87,742	\$91,575	\$95,518	\$99,574	\$103,747	\$108,041	\$112,458	\$117,002
Cumulative Cash Flow	\$80,395	\$164,412	\$252,154	\$343,729	\$439,248	\$538,822	\$642,570	\$750,611	\$863,069	\$980,072

We have assumed that an Infrastructure Ontario loan with an amortization term of 10 years would optimize the overall savings potential to the Township.

As can be seen, there are significant net savings from the outset of the project, net of financing costs.

9. CALCULATION ASSUMPTIONS

1. The electricity cost savings were calculated based on Hydro One's current rates valid at the date of the preparation of this IGA. This information can be obtained online on the Ontario Energy Board website¹. The annual energy savings of the new LED streetlighting system were calculated based on the data collected by the GIS/GPS mapping. Any changes in the data obtained will change the energy consumption and cost savings.
2. In Ontario, all electricity rates reflect the wholesale electricity price. In the streetlight rate, the variations of the wholesale electricity prices are reflected by the Monthly Average Hourly Price and the Global Adjustment (updated monthly). In our calculation for Monthly Average Hourly Price we used \$0.02166/kWh and for Global Adjustment we used \$0.09887/kWh. These prices are the average prices of the last 12 months. The current and the historic Monthly Average Hourly Prices and Global Adjustment prices are available on the IESO website².
3. We have assumed that the IESO - saveONenergy program will continue to be in effect as promised, using the currently published rates (those used for the pre-approval), and that there will be no unexpected delays on the part of our partners, which would prevent us from meeting the deadline for the Township to receive this incentive. **Note that should the incentive evaluators enforce the custom incentive track, the total incentive may drop to approximately \$35,000.** While we will do everything we can to meet the requirements of this program and to gain this incentive for the Township, RealTerm Energy cannot take responsibility for those aspects which are outside of its control.
4. After the first year, the energy and maintenance costs' inflation rates are 3% and 2%, respectively.
5. The final project inventory and associated energy savings are subject to change based on modifications to the scope of work (i.e. removed/added luminaires, field design changes, etc.) outlined in this IGA report and are to be confirmed in the Final Installation Report (FIR) following the completion of the project close-out. The FIR will then be used to complete the billing change to the Utility/LDCs to reflect the actual installed LED inventory which ultimately will determine the actual energy and cost savings.

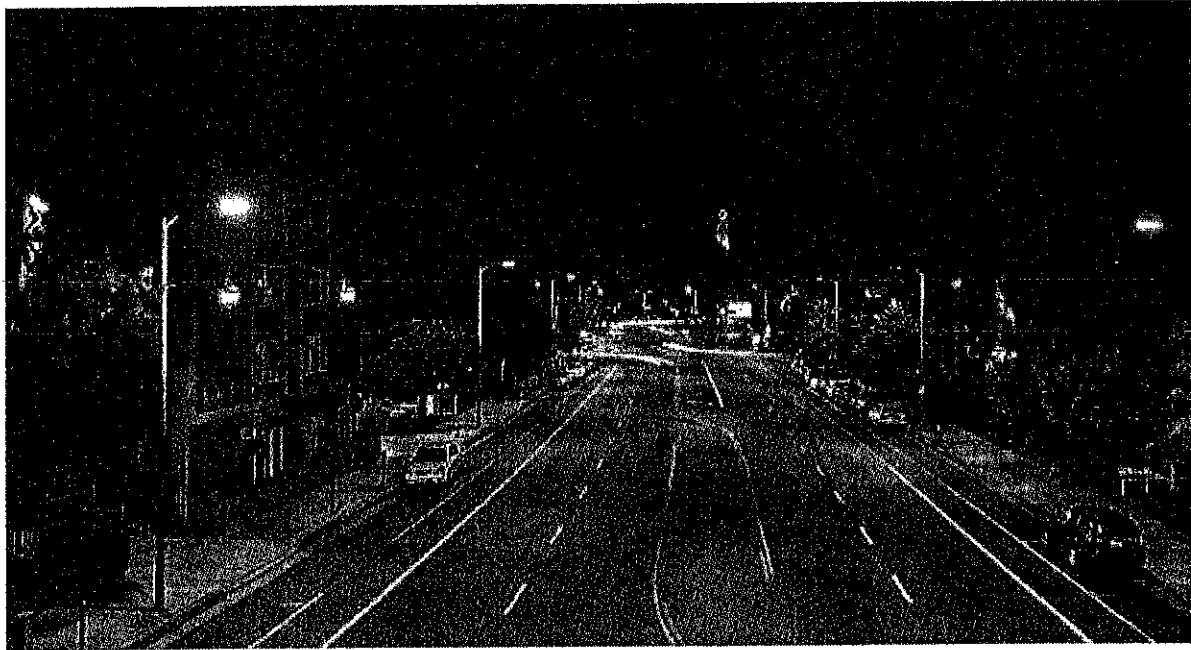
¹ Ontario Energy Board. Electricity Distribution Rate Applications. Retrieved September 2019, from <http://www.ontarioenergyboard.ca/OEB/Industry/Regulatory+Proceedings/Applications+Before+the+Board/Electricity+Distribution+Rates>

² Independent Electricity System Operator. Price Overview - Monthly Average Hourly Prices, By Year. Retrieved September 2019, from <http://www.ieso.ca/Pages/Power-Data/price.aspx>

10. GREENHOUSE GAS REDUCTION

ESTIMATED GREENHOUSE GAS REDUCTION*	IGA Results
Current Annual Energy Consumption (kWh)	562,291
Projected LED Annual Energy Consumption (kWh)	165,093
Annual kWh Savings	397,198
Estimated Annual GHG Reduction (metric tonnes)	17
GHG Reduction over Luminaire Life (metric tonnes)	393

* GHG emissions depend on the electricity supply mix of the jurisdiction and time of use. These have been calculated using the most current, verified emissions factors found in the average emissions for 2014, released by Environment Canada in the 2016 National Inventory Report.



11. CONCLUSION AND RECOMMENDATION

We have implemented a designed solution of selected LED luminaires that conforms to RP-8-2018 guidelines for as many of the streetlight locations as possible.

This combination of LED luminaires will result in energy consumption savings of 397,198 kWh per year over the incumbent HPS fixtures, which is equivalent to 71% energy savings.

If the Township of Essa chooses to move forward with the Design, Upgrade and Transfer option, the total project cost will be \$475,848, which includes the upgrade of some elements of the lighting infrastructure such as fuses, fuse holders, wires, davit arms and secondary connections as stated in section 7.2 - Allowances. The Township should expect a payback period of 3.2 years with an IESO Incentive of \$50,225.

The next steps to start the implementation of this new technology and start seeing energy and maintenance savings are as follows:

- Meeting to review IGA with staff and RealTerm Energy team
- Approval of the IGA
- Submit IESO rebate (prepared by RealTerm, but municipal staff must submit)
- Review contract to proceed with project
- Sign contract

12. TERMS AND CONDITIONS

The total project cost includes the following scope of work:

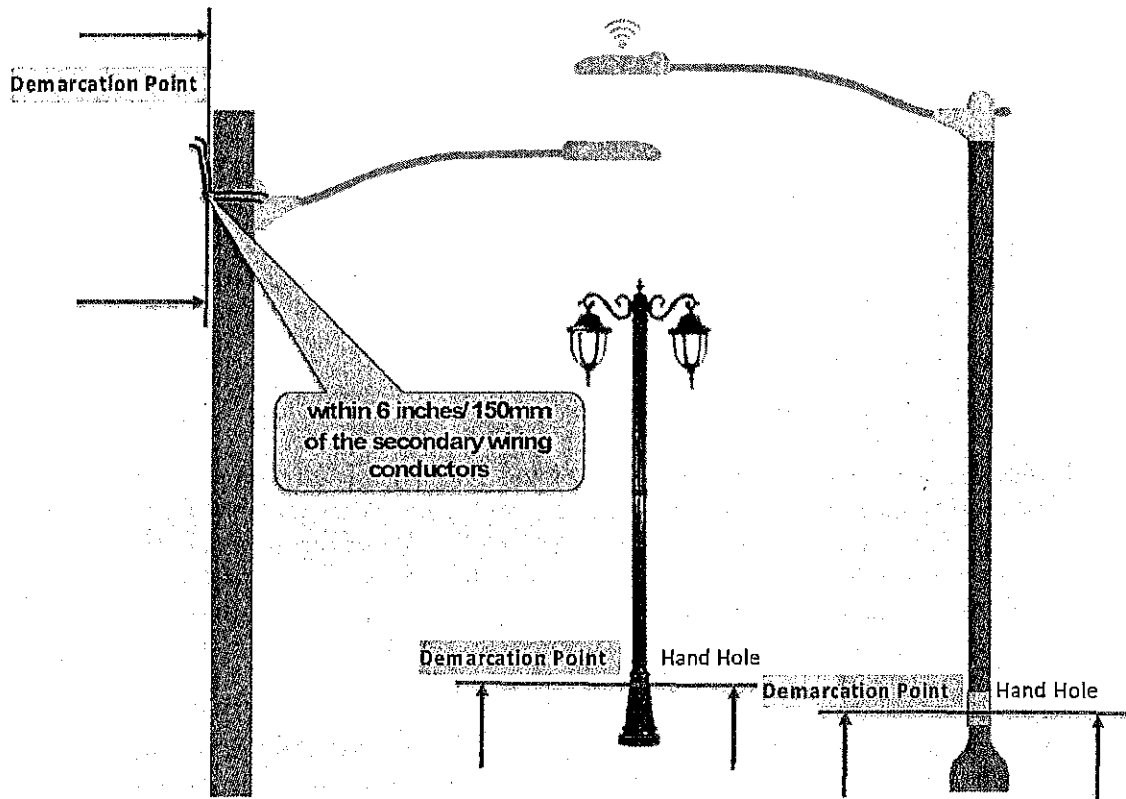
1. Data collection including GIS/GPS mapping of the existing and proposed luminaires.
2. Photometric Lighting Designs for both Cobrahead & Decorative fixtures. The IGA summary for the decorative inventory will be presented through a separate deliverable.
3. Remove 941 existing HID cobrahead luminaires and supply and install 941 cobrahead LED luminaires with photocell controllers.
4. All provisions and allowance detailed on Section 7.2 – Allowances.
5. ESA permits and inspection of work.
6. Recycling of the removed HID luminaires.
7. Project management.
8. Provide the Municipality with a copy of the GIS data once installation is complete to include the final LED Inventory installed, date, type, location, etc. The documents will include: Excel file, KMZ file and GIS Shape Files.
9. Commissioning.
10. Completing billing change(s) on your behalf based on the new LED lighting system installed by RealTerm Energy and based on the information provided by the Municipality and Utility regarding the metered and unmetered lights. RealTerm Energy assumes that the information provided by both parties are accurate and reflects the current state of the actual inventory.
11. Third party quality control. Based upon this sample, should further action be required to correct any deficiencies observed in the installation, remedial work and any associated costs shall be borne by the installer.
12. Applying on your behalf for the available IESO incentives. The final incentive amount will be determined by the Utility and is not guaranteed by RealTerm Energy.
13. RealTerm Energy and our Installation Contractor warrant all workmanship completed within the work area for a period of one (1) year following the completion date of the installation.
14. The Luminaire and Photocell are covered by their manufacturer's warranties for 10 and 12 years, respectively.
15. If material/equipment ordered is removed from the installation scope of work after being ordered, the ordered material/equipment that was not installed will remain in possession of the Municipality after the installation is complete and RealTerm Energy will not provide credit for the uninstalled material/equipment.
16. This IGA is valid until November 15, 2019.
17. The total project cost is in Canadian dollars and does not include HST.

For greater clarity, the scope of work set forth herein shall constitute the sole and entire scope of work for the Project and supersedes all prior and contemporaneous understandings, agreements,

representations and warranties, both written and oral, with respect to the Project. The Parties have not relied on any statement, representation, warranty or agreement of the other Party or of any other person acting on such Party's behalf, including any representations, warranties, or agreements arising from statute or otherwise in law, except for the representations, warranties, or agreements expressly contained in this Agreement. Without limitation of the foregoing, the parties acknowledge and agree that the following items are not included in the scope of work and nor the total project cost:

1. Any cost related to upgrading your existing lighting/electrical systems to provincial and or federal standards.
2. Any cost related with the replacement of the existing relays for the group-controlled streetlights (controller box).
3. Any fees related to the connections to the secondary bus in the unlikely case that your Utility insists on charging a fee.
4. Any other fees which may be charged by a third party.
5. Any costs related to works beyond the Demarcation Point, described as follows:
 - Work performed on the electrical system by RealTerm Energy will be confined to the Luminaire and an area between the agreed upon "*Demarcation Point*" (In the majority of cases a point within 6 inches/150mm of the secondary wiring conductors) on what is referred to as the "Tail". This is the location at which a Fuse and Fuse Holder should exist and acts as a disconnect to allow easy service, protect the new luminaire and wiring from voltage surges and provide a safe working environment. In the event that a Fuse and Fuse Holder do not exist, they will be installed.
 - For Decorative Poles and Stand-Alone underground fed units the "*Demarcation Point*" is located at the base of the pole in the "Hand Hole". Where Overhead feeds are in use, the "*Demarcation Point*" is located at the base of the arm holding the fixture, where the connection is made to the secondary wires.
 - If RealTerm Energy dispatches a maintenance contractor and the required repairs are outside of the work areas, we will recommend a solution and communicate this information to the Client for approval before proceeding.

13. SCOPE OF WORK DIAGRAM



The foregoing excluded items and any other items not included within the scope of work may be provided by RealTerm Energy at an additional cost pursuant to a separate written agreement or amendment between the parties only. The above list of exclusions is not meant to be exhaustive, as network site conditions vary, and shall not operate in any way to limit the exclusions of this paragraph or imply any obligation or duty on the party of RealTerm Energy to complete any work other than the specifically defined scope of work set forth herein.

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Bob Morrison
Manager of Public Works

5786 County Road 21
Utopia, ON L0M 1T0

The information contained herein will form part of the Installation contract documents as well as the Scope of Work for the LED Streetlighting conversion project. The undersigned is authorized to sign on behalf of the Township and accepts the entirety of this Investment Grade Audit P-1006 IGA_Essa_ON_CAN-LAS-2019-09-17.

Please initialize which options you would like to proceed with.

Option	Document Section	Initial (Select One Option Only)	Total Cost
Photocells Including Green Cobras	Main Body of Report		\$475,848
Photocells excluding Green Cobras	Appendix A		\$467,641
Smart Controls Adder can be selected with either of the above options. Cost is Adder to select option.			
Smart Controls Option	Appendix B		\$97,196

Please note that we have included a recommended spare material inventory as an appendix. If the Township wishes to exclude this option, please indicate so in the table below:

Option		Total Cost
Appendix C - Recommended Spare Inventory	If you do not wish to include spares, please write "DECLINE" here: _____ If the above is left blank, the spare inventory will be included.	\$4,646

Authorized Signature

Name (please print)

Title (please print)

Date

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APPENDIX A: GREEN COBRAS OPTION

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Green Cobras Option

Within the Township Streetlight inventory, 77 of the collected fixtures included in this report's Scope of Work had green colored poles. In order to maintain uniform color between fixture and poles, RealTerm Energy recommends matching the LED Cobrahead fixture color with that of the poles. However, since green is considered a custom color by Cree, addition fees are associated with this option in addition to an extended lead time of approximately 12 weeks. This Appendix A provides the total cost associated with the green option so that the Township can make the final decision on the fixture color at these locations. Should the township wish to include the standard colors instead, the color options would be Black, Bronze and Silver. The cost summary of excluding the green option is depicted below:

Description	Total
Quantity Fixtures with Green Color	77
Project Cost with Green Cobras	\$475,848
Total Deduct for Excluding Green Cobras	\$8,207
Project Cost without Green Cobras	\$467,641
Incentive from IESO	\$50,225
Net Project Cost without Green Colored Cobras	\$417,416

If you wish to proceed with a standard color option, please confirm so by signing off on the "Photocells excluding Green Cobras" option on the signature page of this IGA.

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APPENDIX B: CIMCON SMART CONTROL OPTION

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CIMCON Smart Control Option

Adding adaptive controls can help municipalities make the most of their LED streetlight conversion. By including adaptive controls from the outset, you open yourself up to more energy and maintenance savings, less light pollution, and increased safety on Township streets. You also "future-proof" your streetlight network and open up the possibility of adding a myriad of additional Smart City applications later on without having to spend the time and money going back to streetlights that have already been installed.

The table below presents the additional costs associated with the implementation of CIMCON smart control system for the Essa Cobrahead inventory, based on a quote obtained by RealTerm Energy for this project. Final cost may vary should the Township prefers to select an alternative control system option be preferred (ex: LTE). Additionally, the final cost may vary based on the final system implementation.

PROJECT COSTS	Total
Number of Fixtures	941
Estimated Smart Control Cost (*)	\$110,781
Photocell Credit	\$13,585
Estimated Net Adder for Controls	\$97,196
Estimated Project Cost with Smart Controls	\$573,044
Incentive from IESO	\$50,225
Estimated Net Project Cost with Smart Controls	\$522,819
Payback Period, Years	3.9

(*) Includes Hardware and Installation (Smart Nodes and Gateways), Training, and Central Management Software & Licensing for the first year.

Note that given the dispersion of the lights in the Township, it is likely that a number of nodes will have difficulty communicating under a gateway solution. Should the Township wish to explore the implementation of a control system further, RealTerm Energy can advise in a final solution that can best meet the Township's needs.

The total cost for the Smart Controls presented in this IGA includes:

- Smart nodes for the fixtures
- (2) Communication Gateways
- (25) Additional nodes to serve as spare inventory
- Central Management Software (CMS) for the first year
 - The ongoing cost of the Software-as-a-service (Saas) after the first year which grants access to the CMS is not included. This ongoing fee varies by manufacturer but is typically in the range of \$4.00-\$10.00/node/year based on system network architecture (RF Mesh, Cellular, etc.).

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APPENDIX C: RECOMMENDED SPARE INVENTORY

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Recommended Spare Inventory

A summary list of the recommended inventory spares is presented below (Luminaires, Photocell) and is based on the material specified in the IGA Report. Should the Township wish to exclude the spare material from the project, please indicate so by writing "Decline" on the signature page above.

Summary of Spare Material		
Part Number	QTY	Material Type
33W_XSPSM D HT 2ME 5L 30K7 UL green N Q4	2	LED Luminaire
33W_XSPSM D HT 2ME 5L 30K7 UL SV N Q4	6	LED Luminaire
40W_XSPSM D HT 3ME 5L 30K7 UL SV N Q6	2	LED Luminaire
40W_XSPSM D HT 4ME 8L 30K7 UL SV N Q2	2	LED Luminaire
67W_XSPMD D HT 2ME 12L 30K7 UL SV N Q4	2	LED Luminaire
81W_XSPMD D HT 4ME 12L 30K7 UL SV N Q6	1	LED Luminaire
TRS2-CUL	15	Photocell

Notes:

- Spare material will be sent directly to the Township. Freight for an order of this size would be included at no additional cost to the Township.
- Should the Township wish not to proceed with the green color option, the above list would have to be updated.
- Should the Township wish to include an alternative breakdown (type and quantity) of spare material, the list above can be adjusted accordingly.
- Should the Township proceed with the Smart Control System option, the above list of recommended spare material would have to be updated to exclude the photocells as 25 spare nodes would be part of the Smart controls offering.

Cost of Spare Material	
Number of Fixtures (Spares)	15
Total Cost of Spare Fixtures	\$4,646
Total Project Cost	\$475,848
Total Project Cost with Spares	\$480,494

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APPENDIX D: DECORATIVE FIXTURES & PRODUCT EVALUATION

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Decorative Fixtures

Existing Inventory

TYPE	SYSTEM WATTAGE	QTY	DEMAND (kW)
DECORATIVE FIXTURES			
Top Hat - HPS 100W	130	69	9.0
Lantern Pendant -HPS 100W	130	67	8.7
Lantern Side Mount - 100W	130	17	2.2
Subtotal		153	19.9

The table below illustrates what the Township can expect as estimate costs related to the audited Decorative fixtures. The final cost will be based on the deco luminaire option selected by the Township and final installation rates, which will be confirmed and depicted in a separate decorative IGA summary.

Project Cost: Capital Purchase

PROJECT COSTS	Lower Tier Cost Range	High Tier Cost Range
Number of Fixtures	153	153
Estimated Total Project Costs	\$173,339	\$279,082

The above pricing depicts the low to high range. Pricing may be between the ranges depending on the final selected replacement by decorative type. Please refer to the Decorative Product Evaluation for additional information. Sample images and material cost by option are depicted in the "Suggested Decorative Options Report - Essa, ON" provided in a separate electronic file as part of this Appendix D.


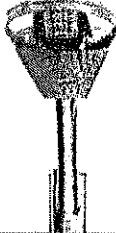
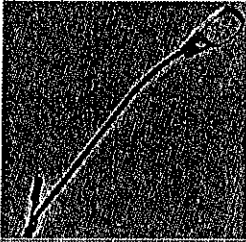


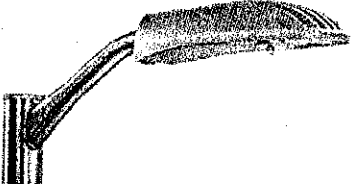


Existing Inventory	Qty	Pricing Tier	LED Replacement Type
Top Hat - HPS 100W	69	Low	Acuity 245L
		Medium	Cyclone VMAT4A
		High	King Luminaire K582
Lantern Pendant -HPS 100W	67	High	Acuity GBLF2
		Low	Cyclone CL41P1
		Medium	King Luminaire K601D
Lantern Side Mount - 100W	17	High	Acuity GRSCl
		Low	Cyclone CL41P1
		Medium	King Luminaire K601D

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APPENDIX E: SITE SPECIFIC FIXTURE REPLACEMENTS

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Type	Qty.	Replacement	Before	After
Cobrahead	722	Cree XSPSM		
Cobrahead (Green)	77	Cree XSPSM (Green Custom color)		
Cobrahead	137	Cree XSPMD		
Cobrahead	5	Cree XSPLG		

Note: The above images are for illustration purposes only.

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APPENDIX F: LUMINAIRE SPEC SHEETS

- The Luminaire Spec Sheets are attached in a separate electronic file.

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APPENDIX G: LUMINAIRE PRODUCT WARRANTY

- The Luminaire warranty documents are attached in a separate electronic file.

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APPENDIX H: LIGHTING DESIGN LAYOUTS

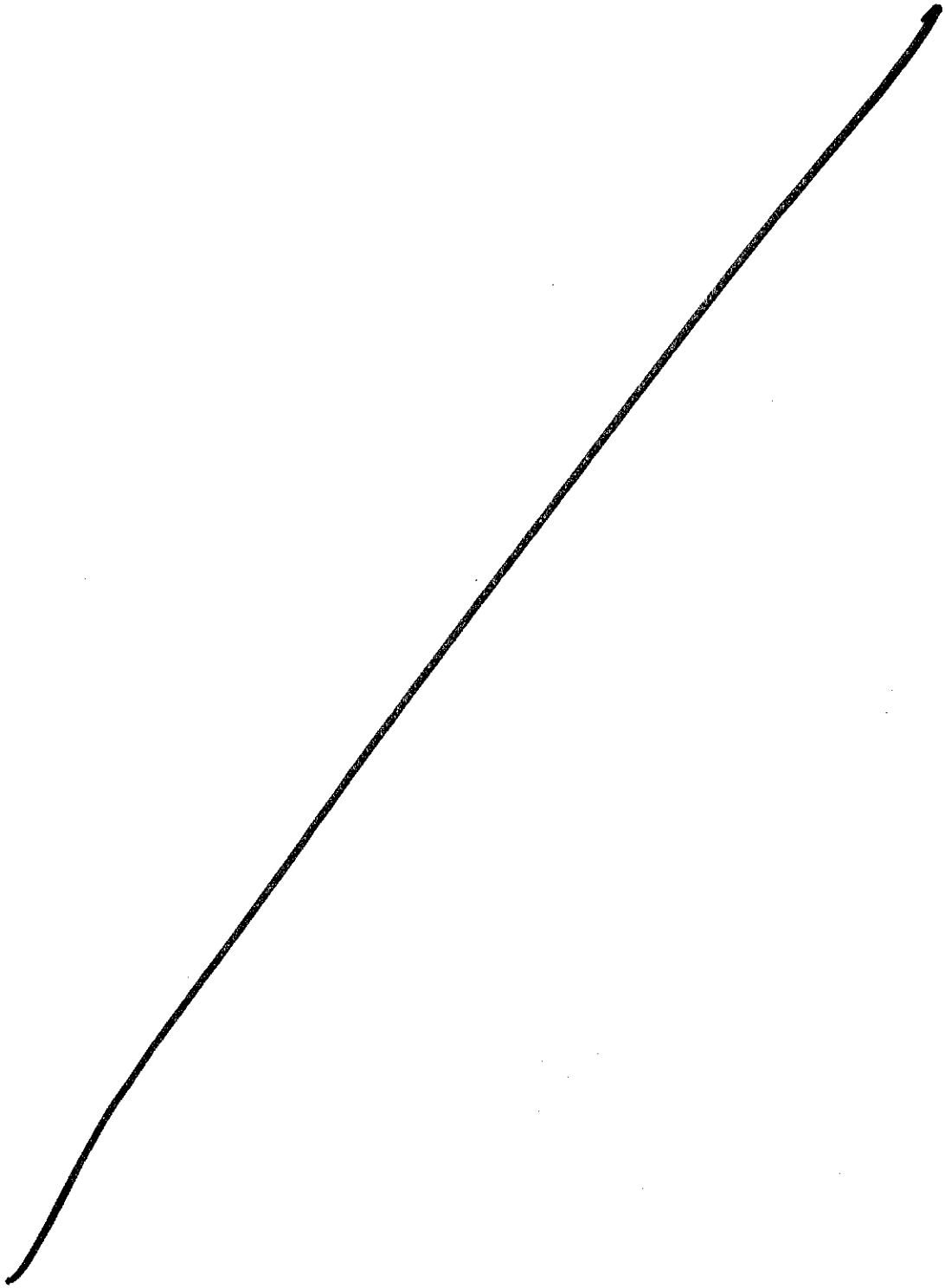
- The designs of the proposed LED luminaires are attached in a separate electronic file.

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APPENDIX I: STREETLIGHT INVENTORY

- The streetlight inventory Excel file is attached in the electronic zip file.
- The Webmap version of the inventory can be accessed by clicking on the below link using the username and password provided below:
 - <https://arcg.is/nrOeK>
 - Username: *guest012*
 - Password: *guest2018*

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Investment Grade Audit for the Township of Essa

Decorative LED Streetlighting Conversion

December 13, 2019

P-1005

Primary Contact

David Gorman

www.realtermenergy.com

RealTerm Energy Corp.

2300 St. Lawrence Street, Montreal, Quebec H3G 2T3

438-834-0288

dgorman@realtermenergy.com



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December 13, 2019

Colleen Healey-Dowdall
Chief Administrative Officer
The Township of Essa
5786 County Road 21
Utopia ON L0M 1T0

Dear Ms. Healey-Dowdall,

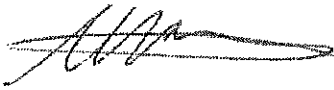
We are pleased to present this Investment Grade Audit for the **Decorative** streetlight network for the Township of Essa.

We have concluded our detailed analysis of your streetlight system to reflect the proposed upgrade to LEDs based on our GIS/GPS mapping. The existing streetlights to be upgraded to LEDs under the scope of work of the IGA presented are currently consuming 85,061 kWh. By upgrading to LEDs, your projected annual energy consumption will fall substantially to 29,367 kWh, resulting in 55,693 kWh of energy savings, equivalent to 65% consumption reduction.

The total project cost is \$270,104. This includes allowances for rewiring, fusing, arm replacement and other installation allowances listed in Section 7.2 – Allowances, the conversion of lantern pendants to lantern side mounts and a recommended spare inventory, as presented in Appendix A. The estimated available incentives are \$5,109 from IESO.

We look forward to moving your project to the next phase. We will arrange for a conference call to discuss the contents of this report in the next few days, but until then please feel free to contact us should you have any questions.

Yours truly,



Angelos Vlasopoulos, Chief Executive Officer
avlasopoulos@realtermenergy.com

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1. EXECUTIVE SUMMARY

Technical/ Environmental Assessment	Title	The Township of Essa LED Streetlight Conversion
	Baseline	157 HID ⁽¹⁾ Decorative fixtures Total demand: 19.7 kW Annual energy consumption: 85,061 kWh Annual operating hours: 4,320
	Technology Employed	Smart ready LED Fixtures
	Technology Provider(s)	Acuity Brands
	Technical Specifications	7-PIN, Smart ready fixtures Color temp: 3,000K, Average life ≥ 100,000 hours CRI ≥70, IP ≥ IP 65
	Fixture Warranty	10 years
	Annual Energy Savings	55,693 kWh (65%)
Financial Assessment	Financing Scheme	Capital Purchase (Essa-financed)
	Total Project Cost	\$270,104
	IESO Incentive	\$5,109
	Net Project Cost	\$264,995
	Project Reference Period	23 Years
Payback Period (Cobra & Deco Project)	4.5 Years	

(1) - High Intensity Discharge

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2. INTRODUCTION

RealTerm Energy has examined in detail the Township of Essa's existing Decorative streetlight network records to produce this Investment Grade Audit. Our analysis included the following stages:

- Evaluate existing GPS/GIS data of the entire streetlight inventory of the Township
- Apply appropriate LED-based lighting designs
- Update the replacement LED fixtures from the desktop review
- Examine in detail the Township's utility bills
- Examine detailed maintenance records of the Township
- Establish baseline results for energy consumption and maintenance costs
- Revise estimated project costs and savings potential

A summary of our findings is shown below:

	IGA RESULT
Number of Fixtures	157
Type of Fixture	HID
Energy Savings (%)	65%
Energy Consumption (kWh)	85,061
Projected Annual Energy Costs	\$21,929
Annual Maintenance Cost (5-year average)	\$4,735
Average Annual Cost per Fixture	\$170
Total Annual Operating Cost	\$26,664
Total Project Costs	\$270,104
Incentives (IESO)	\$5,109
Net Project Costs after Incentives	\$264,995

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3. GPS MAPPING

RealTerm Energy conducted a complete GIS inventory of the Township of Essa's streetlights and used the information derived from this review to develop a detailed picture of Essa's current streetlighting network which includes the following:

- Accurate count of all fixtures and fixture types
- Wattage of each existing fixture
- Length of fixture arms, fixture heights, setbacks from roadway, pole spacing, etc.
- Exact GPS coordinates
- Road classifications
- Utility pole ID numbers (when available)

From this data, we established a profile of Essa's streetlight inventory and defined key parameters such as demand and energy consumption. This then allowed us to accurately estimate energy savings potential associated with the LED upgrade.

A detailed breakdown of the revised lighting inventory, obtained from the GIS/GPS audit is presented below:

3.1. GPS Inventory (Actual)

TYPE	SYSTEM WATTAGE	QTY	DEMAND (kW)
DECORATIVE FIXTURES			
Decorative - Top Hat - HID 70W	100	47	4.7
Decorative - Top Hat - HID 100W	130	8	1.0
Decorative - Top Hat - HID 175W	210	15	3.2
Decorative - Lantern Side Mount - HID 70W	100	17	1.7
Decorative -Pendant Lantern - HID 100W ⁽¹⁾	130	70	9.1
TOTAL		157	19.7
Notes:			
1. The Pendant Lanterns are all to be converted to LED Side Mount luminaires that will require the supply and installation of new brackets (arms) for the new mounting configuration.			

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4. LED REPLACEMENT INVENTORY

The reduced demand following the LED streetlight upgrade will directly impact annual energy consumption, measured in kWh. Our findings show that the demand will be reduced by 12.9 kW. This will result in energy savings of 65 % over the current consumption, equivalent to 55,693 kWh annually. The table below illustrates the proposed changes to Essa's inventory, based on our examination of the GPS data and lighting design results (see next page for more details on our design methodology).

Following input from the Township, our design team developed photometric design plans utilizing 3000K color temperature. The 3000K fixtures warm color offers pedestrian comfort without compromising the safety and visual acuity required in higher classified roads and areas of high pedestrian activity.

4.1. LED Replacements (Actual, Post-Upgrade)

LDC	TYPE	WATTAGE	QTY	DEMAND (kW)	DLC*	COLOUR-TEMP.
DECORATIVE FIXTURES						
Hydro One	39W_245L P40 AS 30K R2 RNP P7 PCLL NL1X1	39	55	2.2	DLC	3,000K
Hydro One	39W_245L P40 AS 30K R2 RNP WH P7 PCLL NL1X1	39	15	0.6	DLC	3,000K
Hydro One	44W_HUDS4A NL 2 40W 3K 120 BK TX CP6206	44	60	2.6	DLC	3,000K
Hydro One	44W_HUDS4A NL 2 40W 3K 120 WH TX CP6206	44	15	0.7	DLC	3,000K
Hydro One	64W_HUDS4A NL 4 60W 3K 120 BK TX CP6206	64	10	0.6	DLC	3,000K
Hydro One	64W_HUDS4A NL 4 60W 3K 120 WH TX CP6206	64	2	0.1	DLC	3,000K
TOTAL			157	6.8		

*DLC-listed products are LED products that have been tested at a DLC-approved laboratory and comply with specified performance and energy efficiency criteria. Note that the HUDS4A fixtures are currently pending formal DLC approval and the incentive is intended to be available for these models as well. These products are eligible for IESO incentive. For further information please visit the DesignLights Consortium website at www.designlights.org.

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5. LED LIGHTING DESIGN

RealTerm Energy's technical evaluation team reviewed the collected geospatial dataset and formulated a hybrid approach to completing the roadway designs for Essa. After evaluating the configuration of each light fixture for road classification, pedestrian activity, pole spacing, mounting height, arm length and curb setback, we have concluded that Essa can achieve the same or better lighting levels as those under its current streetlights. We have implemented a design solution of selected LED luminaires that follows RP-8-2018 recommendations, where the recommendations are possible within the existing infrastructure configuration (RP-8 is a recommended, though not required, practice for roadway illumination).

The reason that a portion of Essa's luminaires do not meet RP-8 may be due to several factors, including:

- Inadequate pole spacing (poles are spaced too far apart),
- Insufficient mounting height, or
- Missing light fixtures (at essential locations to eliminate gaps).

Our analysis concludes that in all instances where RP-8 could not be achieved with a new LED fixture, this was already the case for the existing fixture. In such instances, photometric design has been utilized to select an LED luminaire for which the wattage and distribution pattern combine to meet or exceed the existing lighting levels.

Based on the replacement luminaires detailed in the following pages, we anticipate that the impact on the Township's annual energy consumption will be as follows:

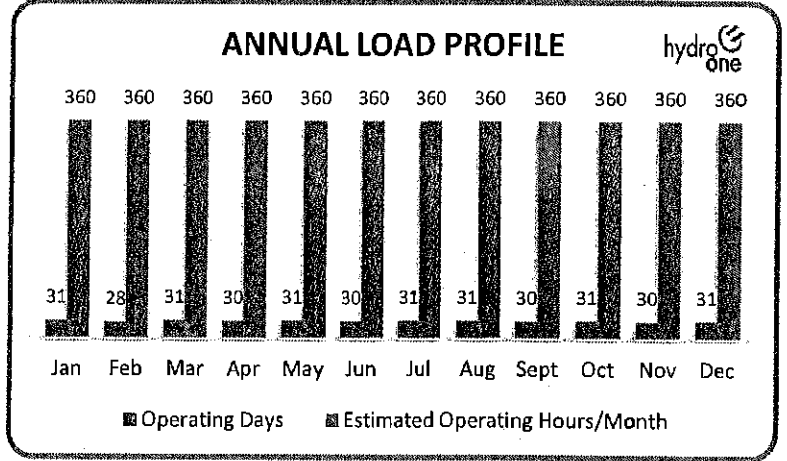
PARAMETER	IGA Results	%
Current Annual Energy Consumption (kWh)	85,061	
Projected LED Annual Energy Consumption (kWh)	29,367	
Annual Savings (kWh)	55,693	65%

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6. ENERGY AND COST SAVINGS ANALYSIS

6.1. Hydro One's Load Profile

Streetlights are generally not metered, but rather deemed to be 'on' and are therefore billed based on a load profile, determined by the utility company. The annual load profile is a critical part of the Baseline calculation, used to project the actual energy consumption and future energy savings that will be realized after the upgrade. The load profile utilized by Hydro One, Essa's utility company, appears on the right.

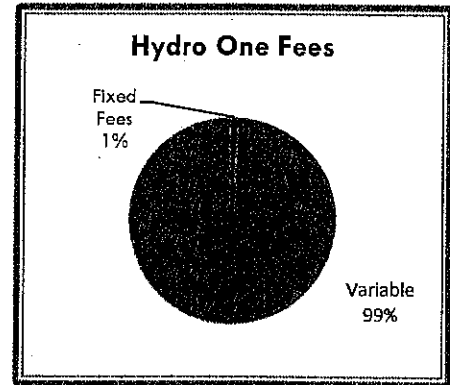


6.2. Baseline Energy Calculations

Utilities charge two types of fees: fixed and variable. Fixed fees are constant both before and after the upgrade as they are charged on a per connection basis. Variable fees are based on consumption and therefore decrease following an upgrade to LEDs. Higher fixed fees as a percentage of the total bill result in lower potential dollar savings post-upgrade.

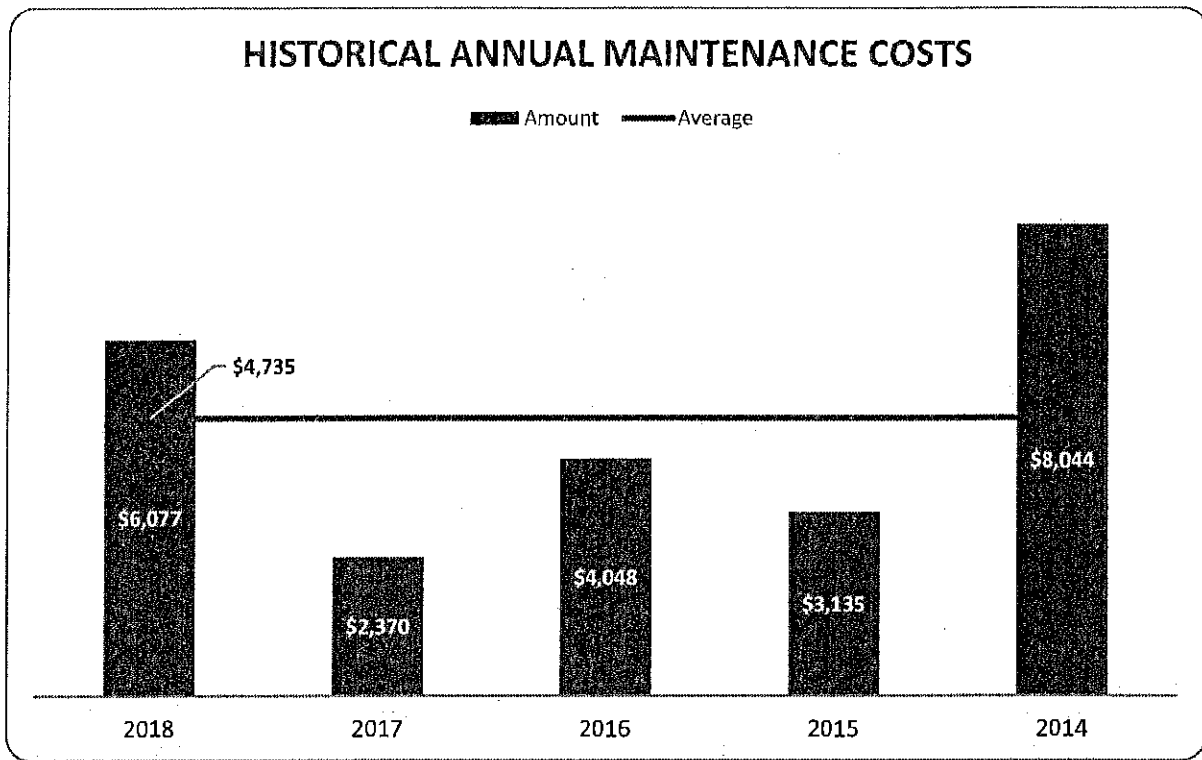
In the case of Hydro One, the fixed fees are almost negligible, close to 1%. Since Hydro One has very low fixed fees, then almost all the demand savings will show up in the municipality's billing.

	Fixed Fees	Variable Fees	Total Energy Cost
Before	\$34	\$21,895	\$21,929
After	\$34	\$7,559	\$7,593
Savings	-	\$14,336	\$14,336



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6.3. Baseline Maintenance Analysis



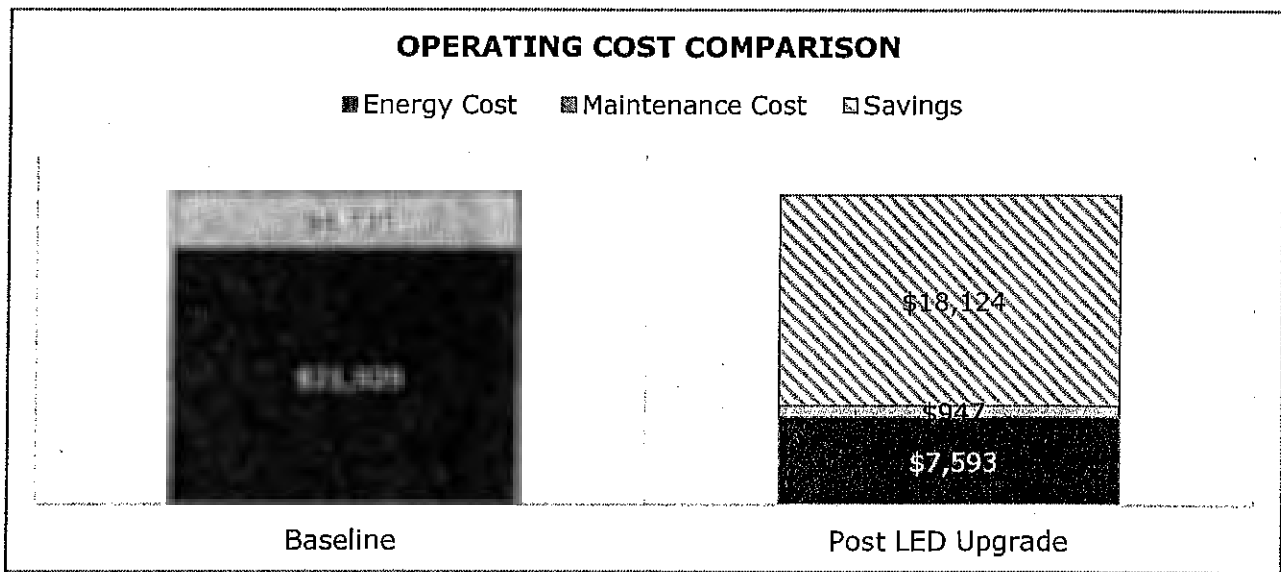
We have examined the maintenance costs for the past 5 years when data was provided by the municipality. The average is \$4,735 per annum, which equates to roughly a cost per fixture of \$30.20 (prorated for the scope of fixtures included in this IGA). This average is in line with the average expenditure we have compiled for Ontario communities of similar size. We conservatively estimate that ongoing LED maintenance will equate to 80% savings over current HPS expenditures, or approximately \$3,788 in savings in the first year.

Different manufacturers propose varying estimates for ongoing maintenance costs of LED fixtures. While it is unrealistic to assume that no annual maintenance will be required, the fixtures themselves do not contain components that require periodic replacement (such as HPS bulbs and ballasts). While actual maintenance costs are likely to be a mere fraction of our estimate in any given year, we recommend incorporating this figure into municipal budgets to account for periodic cleaning or other eventualities over the life of the fixture and not covered under the manufacturer's 10-year warranty.

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6.4. Energy and Maintenance Cost Comparison

PARAMETER	BASELINE	POST LED UPGRADE	VARIANCE	PERCENT
Number of Fixtures	157	157		
Annual Electricity Consumption (kWh)	85,061	29,367	55,693	65%
Annual Electricity Costs	\$21,929	\$7,593	\$14,336	65%
Annual Maintenance Cost	\$4,735	\$947	\$3,788	80%
Total Street Lights Expenditures	\$26,664	\$8,540	\$18,124	68%
Average Annual Cost per Fixture	\$170	\$54	\$115	68%



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7. PROJECT COSTS: CAPITAL PURCHASE

In a Capital Purchase financing option, or a "Design, Upgrade and Transfer", the Township arranges the financing of the project. Typically, this would be from a source similar to Infrastructure Ontario which has low-cost interest rates.

7.1. Project Costs, Savings and Investment Return

PROJECT COSTS	
Number of Fixtures	157
Total Project Costs	\$270,104
Incentive	\$5,109
Net Project Costs	\$264,995

Note regarding the available incentives:

The above incentive amount is calculated using the Save on Energy Program Prescriptive Worksheet for Exterior Lighting Version 7.0 in force from April 2019. The **Save on Energy** programs are powered by the Independent Electricity System Operator (IESO).

This amount of the incentive may vary in 2019 at the sole discretion of the IESO.

INVESTMENT RETURN

The payback period of the Cobrahead and Decorative project combined, before including any financing costs is **4.5 years**.

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7.2. Allowances

The total project cost includes provisional allowances as detailed below:

Provisional Items	Decorative and Other	
	%	Quantity
Re-wiring	15% allowance + quantity required for Lantern Pendant conversion	13 (Allowance) 70 ⁽¹⁾ (Required)
Re-fusing	100% allowance	157
Fuse Holder Replacement	15% allowance + quantity required for Lantern Pendant conversion	13 (Allowance) 70 ⁽¹⁾ (Required)
Arm/Bracket Supply and Installation (Pendant to Side Mount Conversion)	Quantity required for Lantern Pendant conversion	70 ⁽¹⁾ (Required)

Notes:

1. For the seventy (70) Pendant Lanterns to LED Lantern Side Mount conversions, installation accounts for complete rewiring, fuse and fuse holder replacements. In addition, for all these locations, new brackets for side mount configuration are included with installation (labor) costs for the proper mounting of the bracket.

Billing of Provisional Items

The work covered by the allowances listed above are recommended as they will minimize the likelihood of service calls over the life of the fixtures, greatly reducing maintenance costs. During the installation phase, if additional work is required, the Township will be notified first before allowances are exceeded. Any additional work must first be authorized by the municipality and will be handled as a change order.

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8. CALCULATION ASSUMPTIONS

1. The electricity cost savings were calculated based on Hydro One's current rates valid at the date of the preparation of this IGA. This information can be obtained online on the Ontario Energy Board website¹. The annual energy savings of the new LED streetlighting system were calculated based on the data collected by the GIS/GPS mapping. Any changes in the data obtained will change the energy consumption and cost savings.
2. In Ontario, all electricity rates reflect the wholesale electricity price. In the streetlight rate, the variations of the wholesale electricity prices are reflected by the Monthly Average Hourly Price and the Global Adjustment (updated monthly). In our calculation for Monthly Average Hourly Price we used \$0.01863/kWh and for Global Adjustment we used \$0.10755/kWh. These prices are the average prices of the last 12 months. The current and the historic Monthly Average Hourly Prices and Global Adjustment prices are available on the IESO website².
3. We have assumed that the saveONenergy program will continue to be in effect as promised, using the currently published rates (those used for the preapproval), and that there will be no unexpected delays on the part of our partners, which would prevent us from meeting the deadline for the Township to receive this incentive. While we will do everything, we can to meet the requirements of this program and to gain this incentive for the Township, RealTerm Energy cannot take responsibility for those aspects which are outside of its control.
4. After the first year, the energy and maintenance costs' inflation rates are 3% and 2%, respectively.
5. The final project inventory and associated energy savings are subject to change based on modifications to the scope of work (i.e. removed/added luminaires, field design changes, etc.) outlined in this IGA report and are to be confirmed in the Final Installation Report (FIR) following the completion of the project close-out. The FIR will then be used to complete the billing change to the Utility/LDCs to reflect the actual installed LED inventory which ultimately will determine the actual energy and cost savings.

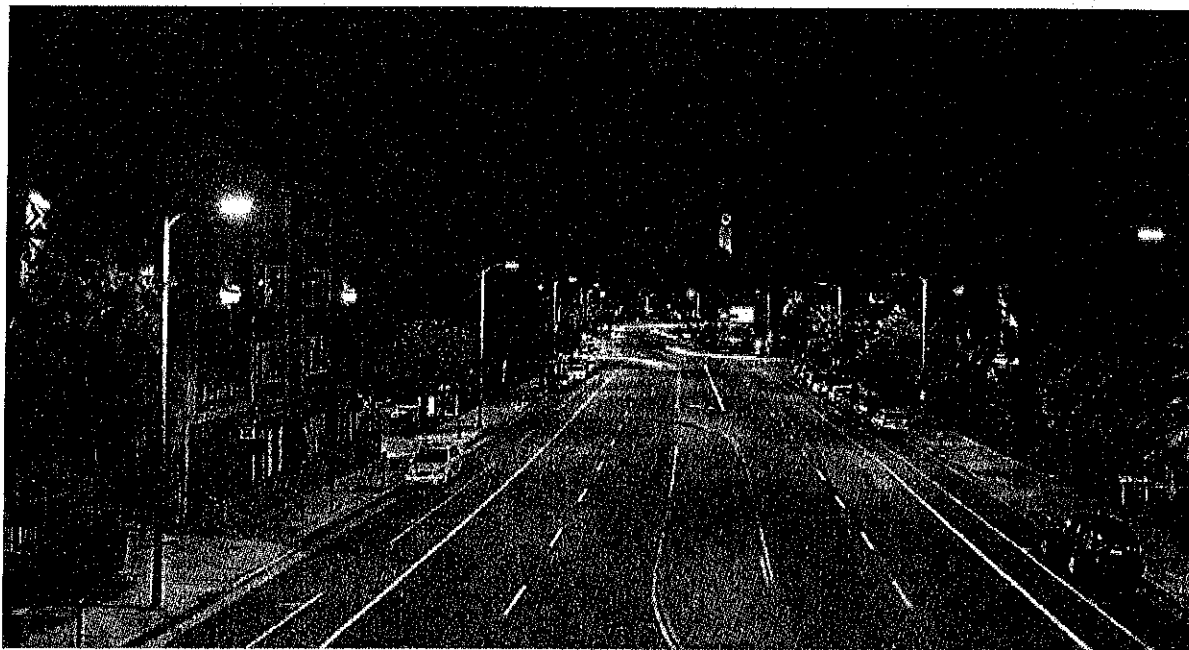
¹ Ontario Energy Board. Electricity Distribution Rate Applications. Retrieved December 2019, from <http://www.ontarioenergyboard.ca/OEB/Industry/Regulatory+Proceedings/Applications+Before+the+Board/Electricity+Distribution+Rates>

² Independent Electricity System Operator. Price Overview - Monthly Average Hourly Prices, By Year. Retrieved December 2019, from <http://www.ieso.ca/Pages/Power-Data/price.aspx>

9. GREENHOUSE GAS REDUCTION

ESTIMATED GREENHOUSE GAS REDUCTION*	IGA Results
Current Annual Energy Consumption (kWh)	85,061
Projected LED Annual Energy Consumption (kWh)	29,367
Annual kWh Savings	55,693
Estimated Annual GHG Reduction (metric tonnes)	2
GHG Reduction over Luminaire Life (metric tonnes)	40

* GHG emissions depend on the electricity supply mix of the jurisdiction and time of use. These have been calculated using the most current, verified emissions factors found in the average emissions for 2019, released by The Atmospheric Fund 2019 Edition of "A Clearer View on Ontario's Emissions – Electricity Emissions Factors and Guidelines".



10. CONCLUSION AND RECOMMENDATION

We have implemented a designed solution of selected LED luminaires that conforms to RP-8-2018 guidelines for as many of the streetlight locations as possible.

This combination of LED luminaires will result in energy consumption savings of 55,693 kWh per year over the incumbent HPS fixtures, which is equivalent to 65% energy savings.

If the Township of Essa chooses to move forward with the Design, Upgrade and Transfer option, the total project cost will be \$270,104, which includes the upgrade of some elements of the lighting infrastructure such as fuses, fuse holders, wires and decorative brackets as stated in section 7.2 – Allowances and a recommended spare inventory (appendix A). The Township should expect a payback period of 4.5 years (combined Cobrahead and Decorative project) with an IESO Incentive of \$5,109.

The next steps to start the implementation of this new technology and start seeing energy and maintenance savings are as follows:

- Meeting to review IGA with staff and RealTerm Energy team
- Approval of the IGA
- Submit IESO rebate (prepared by RealTerm, but municipal staff must submit)
- Review contract to proceed with project
- Sign contract

11. TERMS AND CONDITIONS

The total project cost includes the following scope of work:

1. Data collection including GIS/GPS mapping of the existing and proposed luminaires.
2. Remove 157 existing HID decorative luminaires and supply and install 157 decorative LED luminaires with photocell controllers. Includes 70 existing Pendant luminaire to be converted to LED Side Mounts luminaire.
3. All provisions and allowance detailed on Section 7.2 – Allowances.
4. A recommended list of Spare fixtures (appendix A).
5. ESA permits and inspection of work.
6. Recycling of the removed HID luminaires.
7. Project management.
8. Provide the Municipality with a copy of the GIS data once installation is complete to include the final LED Inventory installed, date, type, location, etc. The documents will include: Excel file, KMZ file and GIS Shape Files.
9. Commissioning.
10. Completing billing change(s) on your behalf based on the new LED lighting system installed by RealTerm Energy and based on the information provided by the Municipality and Utility regarding the metered and unmetered lights. RealTerm Energy assumes that the information provided by both parties are accurate and reflects the current state of the actual inventory.
11. Applying on your behalf for the available IESO incentives. The final incentive amount will be determined by the Utility and is not guaranteed by RealTerm Energy.
12. RealTerm Energy and our Installation Contractor warrant all workmanship completed within the work area for a period of one (1) year following the completion date of the installation.
13. The Luminaire are covered by their manufacturer's warranties for 10 years.
14. The Photocells are covered by their manufacturer's warranties for 10 years.
15. If material/equipment ordered is removed from the installation scope of work after being ordered, the ordered material/equipment that was not installed will remain in possession of the Municipality after the installation is complete and RealTerm Energy will not provide credit for the uninstalled material/equipment.
16. This IGA is valid until February 14, 2020.
17. The total project cost is in Canadian dollars and does not include the HST.

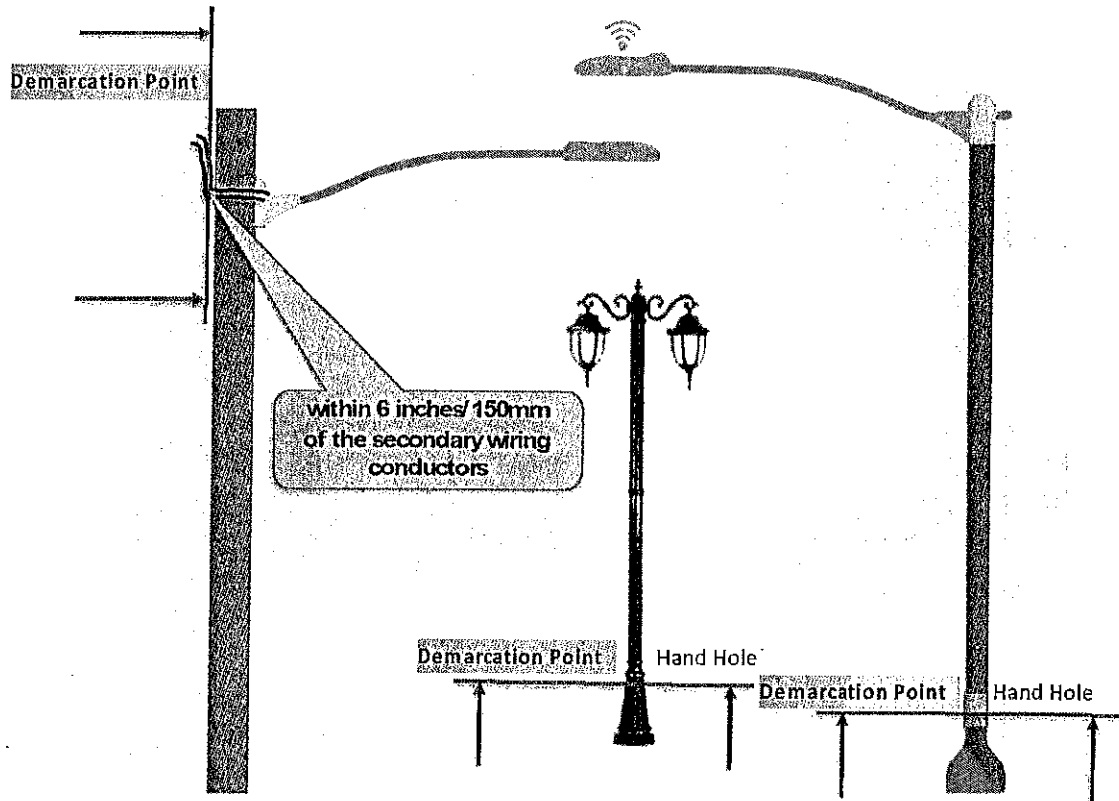
For greater clarity, the scope of work set forth herein shall constitute the sole and entire scope of work for the Project and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to the Project.

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The Parties have not relied on any statement, representation, warranty or agreement of the other Party or of any other person acting on such Party's behalf, including any representations, warranties, or agreements arising from statute or otherwise in law, except for the representations, warranties, or agreements expressly contained in this Agreement. Without limitation of the foregoing, the parties acknowledge and agree that the following items are not included in the scope of work and nor the total project cost:

1. Any cost related to upgrading your existing lighting/electrical systems to provincial and or federal standards.
2. Any cost related with the replacement of the existing relays for the group-controlled streetlights (controller box).
3. Any fees related to the connections to the secondary bus in the unlikely case that your Utility insists on charging a fee.
4. Any other fees which may be charged by a third party.
5. Any costs related to works beyond the Demarcation Point, described as follows:
 - Work performed on the electrical system by RealTerm Energy will be confined to the Luminaire and an area between the agreed upon "Demarcation Point" (In the majority of cases a point within 6 inches/150mm of the secondary wiring conductors) on what is referred to as the "Tail". This is the location at which a Fuse and Fuse Holder should exist and acts as a disconnect to allow easy service, protect the new luminaire and wiring from voltage surges and provide a safe working environment. In the event that a fuse and fuse holder do not exist, they will be installed.
 - For Decorative Poles and Stand-Alone underground fed units the "Demarcation Point" is located at the base of the pole in the "Hand Hole". Where Overhead feeds are in use, the "Demarcation Point" is located at the base of the arm holding the fixture, where the connection is made to the secondary wires.
 - If RealTerm Energy dispatches a maintenance contractor and the required repairs are outside of the work areas, we will recommend a solution and communicate this information to the Client for approval before proceeding.

12. SCOPE OF WORK DIAGRAM



The foregoing excluded items and any other items not included within the scope of work may be provided by RealTerm Energy at an additional cost pursuant to a separate written agreement or amendment between the parties only. The above list of exclusions is not meant to be exhaustive, as network site conditions vary, and shall not operate in any way to limit the exclusions of this paragraph or imply any obligation or duty on the party of RealTerm Energy to complete any work other than the specifically defined scope of work set forth herein.

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December 2019

Township of Essa
Investment Grade Audit

Colleen Healey-Dowdall
Chief Administrative Officer
The Township of Essa
5786 County Road 21
Utopia ON L0M 1T0

The information contained herein will form part of the Installation contract documents as well as the Scope of Work for the LED Streetlighting conversion project. The undersigned is authorized to sign on behalf of the Township and accepts the entirety of this Investment Grade Audit P-1005 IGA_Essa_ON_CAN-LAS-2019-12-13.

Authorized Signature

Name (please print)

Title (please print)

Date



Content is proprietary and confidential.

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APPENDIX A: RECOMMENDED SPARE INVENTORY

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Recommended Spare Inventory

Below is a summary list of the spare inventory (luminaires and photocells) based on the material specified in the IGA Report. Note that this material is included in the total project cost depicted throughout the IGA report.

Summary of Spare Material		
Part Number	QTY	Material Type
39W_245L P40 AS 30K R2 RNP P7 PCLL NL1X1	1	LED Luminaire
39W_245L P40 AS 30K R2 RNP WH P7 PCLL NL1X1	1	LED Luminaire
44W_HUDS4A NL 2 40W 3K 120 BK TX CP6206	1	LED Luminaire
64W_HUDS4A NL 4 60W 3K 120 BK TX CP6206	1	LED Luminaire
PCCL (2), TRS (2) – comes with above luminaires	4	Photocell

Notes:

- Spare Material will be sent directly to the Township, accordingly additional freight charges have been estimated. Upon approval of this IGA, RealTerm Energy will contact the Township in order to request designated shipping address.
- Should the Township wish to include an alternative breakdown (type and quantity) of spare material, the list above and associated cost can be adjusted accordingly.

Cost of Spare Material	
Number of Fixtures (Spares)	4
Total Cost of Spare Fixtures	\$3,426
Total Project Cost	\$266,678
Total Project Cost with Spares	\$270,104

Benefits of including spare material

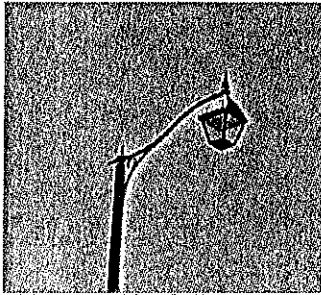
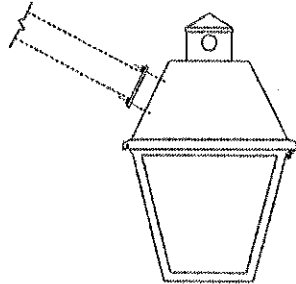
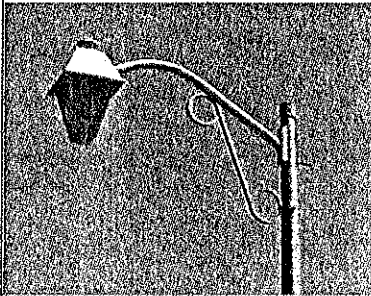
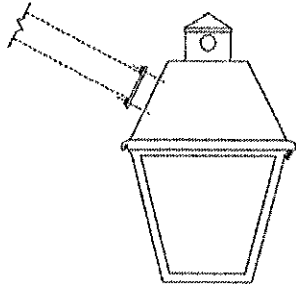
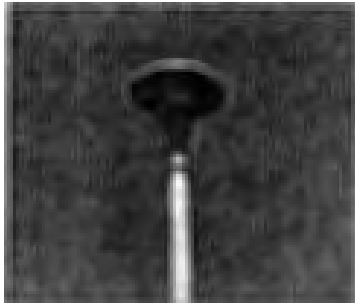
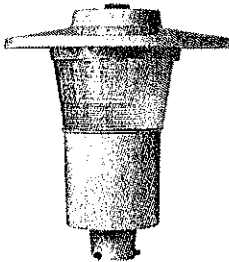
For a relatively minimal added cost to the overall project, the inclusion of spare inventory is greatly recommended for the following main reasons:

- 1) Quicker and more cost-effective maintenance and replacement of failed material under warranty. Having spares allows for a single trip to the pole for both removing and installing the new material, as opposed to waiting for replacement material to be sent by the manufacturer, potentially weeks later and resulting a second mobilization of the contractor.
- 2) Ability to include any uncaptured and/or added lights to the scope of work during the installation. This avoids having to do separate purchase orders and standalone (more costly) mobilizations of the installer.
- 3) Benefit from the economies of scale from the main project for material cost.

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APPENDIX B: SITE SPECIFIC FIXTURE REPLACEMENTS

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Type	Qty.	Replacement	Before	After
Pendant Lantern	70	Cyclone HUDS4A		
Lantern Side Mount	17	Cyclone HUDS4A		
Top Hat	70	Acuity 245L		

Note: The above images are for illustration purposes only.

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APPENDIX C: LUMINAIRE SPEC SHEETS

- The Luminaire Spec Sheets are attached in a separate electronic file.

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APPENDIX D: LUMINAIRE PRODUCT WARRANTY

- The Luminaire warranty documents are attached in a separate electronic file.

APPENDIX E: LIGHTING DESIGN LAYOUTS

- The designs of the proposed LED luminaires are attached in a separate electronic file.

APPENDIX F: STREETLIGHT INVENTORY

- The streetlight inventory Excel file is attached in the electronic zip file.
- The Webmap version of the inventory can be accessed by clicking on the below link using the username and password provided below:
 - Insert link: <https://arcg.is/19r0eC>
 - Username: guest012
 - Password: guest2018

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APPENDIX G: STANDARD CONTRACT

- The standard contract document is included as a separate electronic file.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C001-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Lisa Lehr, Clerk

SUBJECT: Appointment of Closed Meeting Investigator

RECOMMENDATION

That Staff Report C001-20 be received; and
That Council of the Township of Essa renew its participation with the County of Simcoe and Local Authority Services (LAS), to provide Closed Meeting Investigator Services to the Township of Essa; and
That Council direct staff to provide future reports should there be any increase in fees associated with this service.

BACKGROUND

The appointment of a Closed Meeting Investigator has been mandated under the *Municipal Act, 2001*, since 2008. Subsequently, municipalities are required to appoint an investigator who is able to "investigate in an independent manner on a complaint made, whether the municipality or a local board has complied with section 239 of the *Municipal Act* or a Procedure By-law under subsection 239(2), in respect of a meeting or part of a meeting that was closed to the public and to report on the investigation". Additionally, Section 239.2 of the Act states that in the carrying out of their duties, investigators shall be independent and impartial, confidential with respect to the investigator's activities, and be credible in their investigative process(es).

The Township of Essa has been an active participant in the Joint Closed Meeting Investigator arrangement with the County of Simcoe and its lower tier municipalities since 2008. This arrangement has allowed the County of Simcoe to tender out the contract in a competitive bidding process to collect bids from prospective proponents. Upon completion of this process, the County notifies each participating municipality of the successful bidder, and a Resolution is required to be passed by the participating municipalities.

At its meeting of October 19, 2016, Council passed Resolution CR206-2016 to continue this relationship, which allowed the County of Simcoe to appoint LAS (Local Authority Services) as the Closed Meeting Investigator for the County of Simcoe and its participating member municipalities, including the Township of Essa. In accordance with ss. 239.2(6), "an investigator may delegate in writing to any person, other than a member of Council, any of the investigator's power and duties". As such LAS, in turn, completed a competitive bid process and retained the services of Amberley Gavel Ltd. in accordance with the *Municipal Act, 2001* as amended, to provide a panel of review officers for conducting Closed meeting investigation services.

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Additionally at its meeting of December 19, 2018, Council passed Resolution CR257-2018 which renewed the contract for one additional year. This contract expires on January 1, 2020, however Amberley Gavel Ltd. has advised that it would assist all member municipalities until January 31, 2020, to allow for member municipalities to put the proper tools in place for their Closed Meeting Investigations.

COMMENTS AND CONSIDERATIONS

LAS was created in 1992 by the Association of Municipalities of Ontario (AMO). One of its functions is to support municipalities by delivering programs/services that leverage economies of scale and co-operative procurement efforts. LAS has recently conducted its competitive bidding process, and has advised member municipalities that Aird & Berlis LLP is the successful proponent selected to perform the services of Closed Meeting Investigations.

Since the original appointment of LAS for Closed Meeting Investigations, a new term of Council for the Township of Essa is now in place. The author of this report is seeking Council's support to renew its participation with LAS in the Closed Meeting Investigator Services Agreement, which will allow for Aird & Berlis LLP to be retained as the Closed Meeting Investigator for this municipality for any complaints filed in respect of closed meetings, for a term of five years. [Council can always opt out at a later date by providing 90 days' notice to LAS].

By continuing in the joint venture with LAS, the County of Simcoe and its member municipalities, the Township of Essa will be demonstrating that they are a mature and accountable government capable of managing their own affairs, in addition to capitalizing on the competitive bid submitted to LAS for the service. If there was ever an investigation into a Closed Meeting, the Township would have the ability to utilize the review officers of Aird & Berlis LLP, whom have extensive experience with municipal government and municipal processes.

Should Council choose to not continue with participation in this joint service (thereby exiting out of the contract with LAS) it could direct staff to:

- Release an RFP seeking submissions from qualified parties (*Township would be required to pay annual retainer and may end up paying more with respect to fees than that outlined below*);
- Exit the current Agreement, thereby reverting Closed Meeting Investigator Services to the Ontario Ombudsman's Office (*there would be no retainer fee to be paid by the municipality, nor would there be any additional fees borne to the municipality following a Closed Meeting Investigation*); or,
- Appoint the Township's current Integrity Commissioner (Principles Integrity). [*Retainer would be \$250.00 annually, plus costs borne during investigation **I would assume the hourly rate would be no different than what is currently outlined in our contract at \$230.00 per hour*].

FINANCIAL IMPACT

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Should Council once again approve the joint arrangement with the County of Simcoe and LAS for the provision of Closed Meeting Investigator Services, the County of Simcoe will pay the annual retainer fee to LAS in the amount of \$200.00 for the term of the contract (5 years), however the Township would be responsible to pay all costs

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associated if an investigation were commenced specific to a purported contravention (filing of complaint by public) of a Closed Session Meeting. [Investigation fees would range from \$325.00 per hour to \$725.00 per hour (dependent upon the length of the investigation and if a senior lawyer vs. junior lawyer was used in the investigation.)
**Generally a senior lawyer would be used at the onset and the final review stages in an investigation. A simple typical investigation could cost in the range of \$4,000.00 to \$5,000.00 on the low end].

It should be noted that the Agreement with LAS and Aird & Berlis is for a 5-year term, and fees may increase on an annual basis. The author of this report shall provide Council with reports in the future if there are any increases in the fees as stipulated above so that Council can reconsider its decision. As stated earlier in this Report, Council can always exit from the arrangement by providing 90 days' notice to the County of Simcoe and LAS.

Since 2007, there have been no Closed Meeting Investigations commenced in respect of the Township of Essa.

SUMMARY/OPTIONS

Council may:

1. Do nothing thereby appointing the Ontario Ombudsman's Office as the municipality's Closed Meeting Investigator.
2. **Renew Essa's participation with the County of Simcoe and LAS, to provide Closed Meeting Investigator Services to the Township of Essa, and direct staff to provide for a future report should there be any increase to fees associated with this service.**
3. Direct Staff to prepare an RFP for Closed Meeting Investigator Services, seeking submissions from qualified parties.
4. Direct staff to contact the municipality's current Integrity Commissioner (Principles Integrity) to obtain a quote on services for performing Closed Meeting Investigator Services to the Township of Essa.
5. Direct staff as Council deems appropriate.

CONCLUSION

It is recommended that Council authorize Staff to proceed with Option No. 2.

Respectfully submitted:

Lisa Lehr
Clerk

Reviewed by:

Colleen Healey-Dowdall
Chief Administrative Officer

Attachments

- 1 – LAS Investigator Program "Helping Municipalities Deal with Closed Meeting Investigations" – Aird & Berlis LLP
- 2 – Investigation Request Process

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Procedure By-law

The *Municipal Act, 2001* provides that every municipality and local board in Ontario is mandated to enact a by-law to govern the calling, location and proceedings of their meetings under s.238.

Open Meeting Rule

All municipal council meetings, a local board, or a committee of either of them must be held in an open public session unless an exception applies pursuant to s.239(1).

Exceptions for Closed Meetings

The *Municipal Act, 2001* sets out a number of exceptions to the open meeting rule based on the subject matter of the item that the council, local board, or committee is considering (ss.239(2), (3) and (3.1)). Council, local board, or committee must follow certain procedural requirements prior to convening into a closed session.

Investigations

Since 2008, s.239.1(1) of the *Municipal Act, 2001* has allowed any person to request that an investigation be conducted to determine whether a municipality or local board has complied with s.239, or a procedure by-law passed under s.238.

Investigator

Municipalities are authorized to appoint an independent investigator to conduct what has become known as a "closed meeting investigation" under s.239.2. In appointing an investigator, the municipality is to consider the following matters:

- the investigator's independence and impartiality
- confidentiality with respect to the investigator's activities
- the credibility of the investigative process

If a municipality does not appoint an investigator, the default investigator is the Ontario Ombudsman.

Investigator's Powers

An investigator is given significant powers to carry out its investigation, including the powers set out in s.19 of the *Ombudsman Act* which include the authority to summons any person and examine them under oath, and to require any

officer, employee or member of a municipality to provide such information and to produce such documents or things that the investigator requires.

The investigator operates under a duty of confidentiality but is entitled to disclose such matters as they consider appropriate in any report.

No Challenge

The investigator's powers are paramount and its proceedings cannot be challenged, except for lack of jurisdiction, and no decision or report from the investigator can be challenged, reviewed, quashed or called into question in any court.

Reports

If the investigator determines that there has been a contravention of the procedure by-law or s.239 of the *Municipal Act, 2001*, a report will be provided to the municipality or local board and the council or the local board are required to pass a resolution stating how they intend to address the report. The report is required to be made publicly available.

Why Appoint LAS as Investigator?

LAS offers closed meeting investigation services as it complements our programming. This service will assist municipalities in demonstrating they are responsible and accountable orders of government, capable of managing their own business and affairs.

As part of the program, LAS will provide an educational component to help municipalities in the understanding of the opening meeting rule, its exceptions, and the investigative process.

The LAS Program will ensure:

- municipal transparency and accountability
- independent, impartial and credible investigations and reports

Benefits to Participating Municipalities:

- experienced, knowledgeable and qualified investigators
- access to all completed reports via a secure website
- availability of on-going education/information
- no review by provincial Ombudsman

LAS | AMO
Business
Services

LAS INVESTIGATOR PROGRAM

Helping Municipalities
Deal with
Closed Meeting
Investigations

For more information,
please contact:

Eleonore Schneider
LAS Program Manager
Local Authority Services
Tel: 416-971-9856 ext. 320
Toll Free: 1-877-426-6527
Email: escheider@amo.on.ca

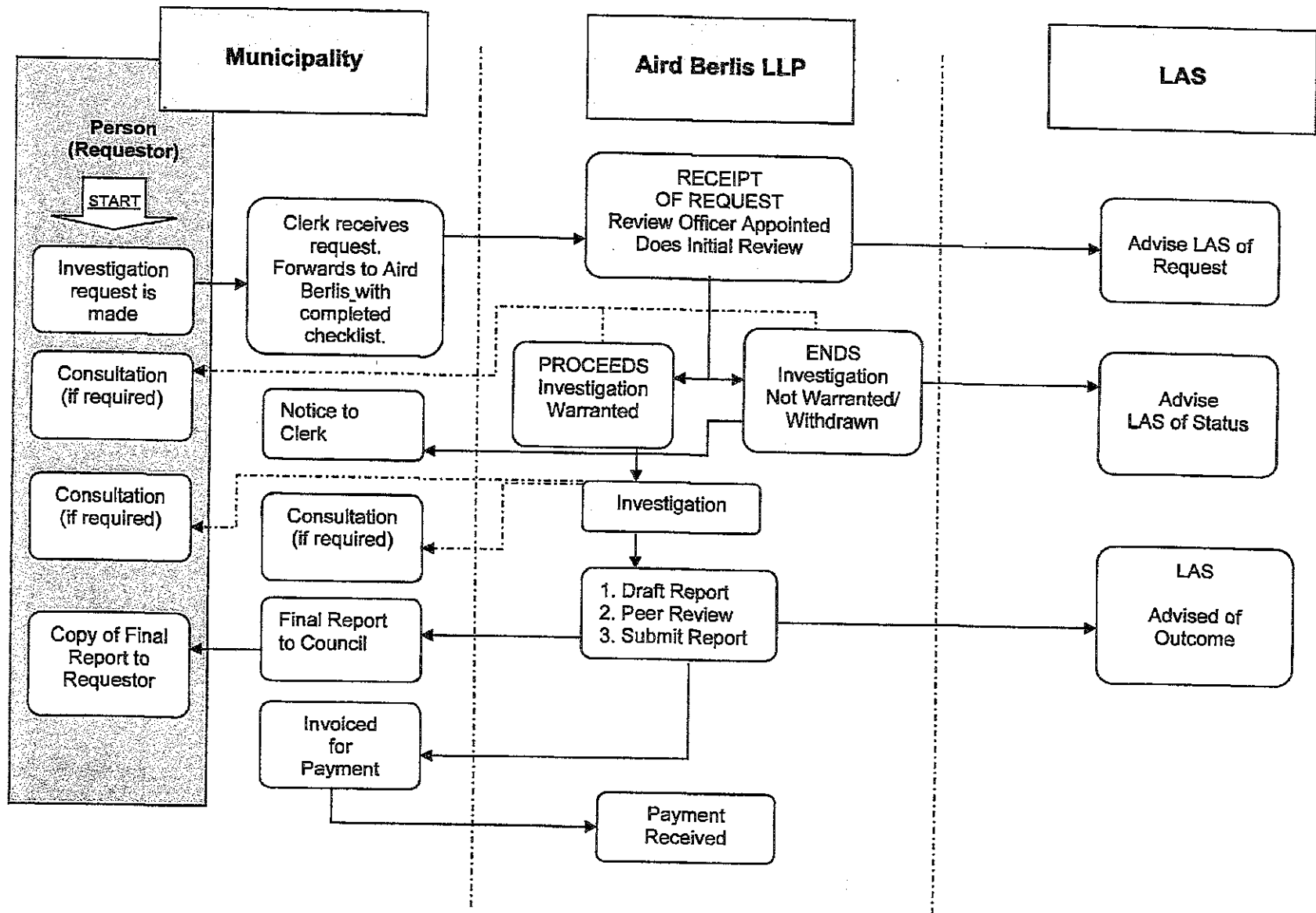
AIRD BERLIS

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Attachment #1

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INVESTIGATION REQUEST PROCESS



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Attachment #2

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C002-20

DATE: January 15, 2020

TO: Committee of the Whole

FROM: Lisa Lehr, Clerk

SUBJECT: Summary of Incident Investigations Resulting in Compliance to Municipal By-laws (December 1, 2018 to December 1, 2019) – Municipal Law Enforcement Officer

RECOMMENDATION

That Staff Report C001-20 be received for information

BACKGROUND

As Council is aware, the Municipal Law Enforcement Officer (MLEO) receives various calls, emails and visits from residents, external agencies, department managers and members of Council in respect of concerns regarding Municipal By-law Infractions, whereby the MLEO commences an investigation to determine:

- a) the validity of the complaint; and,
- b) the necessary steps to be taken to ensure compliance, once the infraction has been validated (ie: the issuance of Notices, Orders, Fines and/or Charges to address the validated infractions).

COMMENTS AND CONSIDERATIONS

This report has been generated to provide Council with a breakdown of By-law related infractions that have been validated and addressed by the current MLEO for the period falling between December 1, 2018 up to and including December 1, 2019. It should be noted that some of the calls/emails/concerns reported during the specified timeframe contain overlaps of infractions (ie: caller may lodge complaint regarding barking/noise, untidy, canine control, etc.).

Total Cases Opened b/w December 1 2018-December 1 2019	174
Total Cases Closed b/w December 1 2018-December 1 2019	168
Average Number of Days to Gain Compliance Following First Notice/Order	16.6 days

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Breakdown of Cases Whereby Notice/Orders were logged into MOAR Tracking System to Monitor Progress & Ensure Compliance	
Parking By-law Infractions (complaint received from resident, re: neighbour parking on street and/or over sidewalk)	20
Illegal Dumping By-law Infractions	8
Property Standards By-law Infractions (addressed by MLEO only)	3
Canine Control By-law Infractions (dog bite, poop-and-scoop, barking, etc.)	63
Untidy Lot By-law Infractions	81
Animal Welfare (cats abandoned in home)	2
Open Air Burning By-law Infraction	3
Watering Restriction By-law	3
Snow Removal	1
Referred to Public Works (trenching/tree cutting/water overflow onto property, site alteration/fill, etc.)	4
Referred to Zoning (trailers, home-based businesses, etc.)	5
Referred to Building Department (building without permit, etc.)	2
Parking Tickets Issued	
Parking tickets issued (Dec 1 2018-Dec 1 2019)	153

This report does not provide Council with the number of concerns/calls/emails brought forward by the public that, upon inspection/attendance by the MLEO, were determined to be unfounded. Additionally, this report does not provide Council with the breakdown of parking patrols performed (ie: Winter Parking Restrictions, School Parking Patrol)

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Do nothing.
2. Receive the report for information.

CONCLUSION

This Report was generated to provide Council with an update on activity in respect of investigations undertaken by the Municipal Law Enforcement Officer.

Respectfully submitted:

Lisa Lehr
Clerk

Reviewed by:

Colleen Healey-Dowdall
Chief Administrative Officer

